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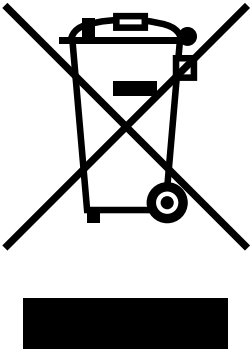

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1 Introduction

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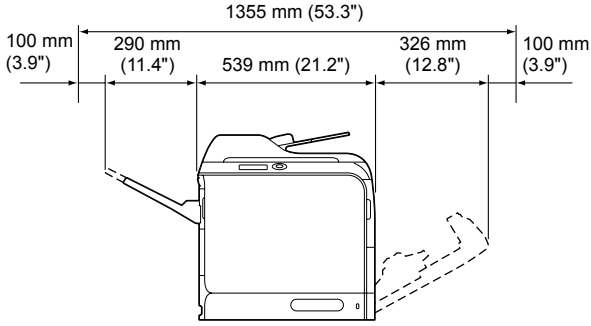
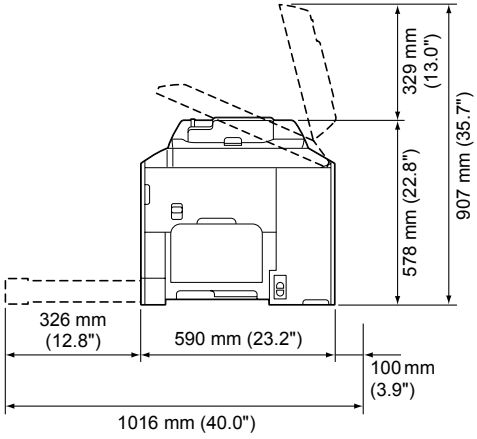
Getting Acquainted with Your Machine

Space Requirements

To ensure easy operation, consumable replacement and maintenance, adhere to the recommended space requirements detailed below.



Front View



Side View

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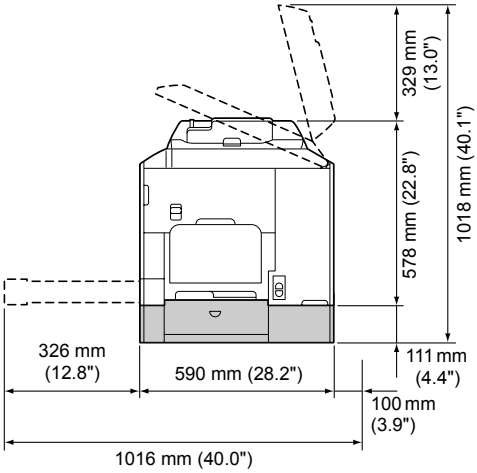

Side View with Options

The option appears shaded in the above illustrations.

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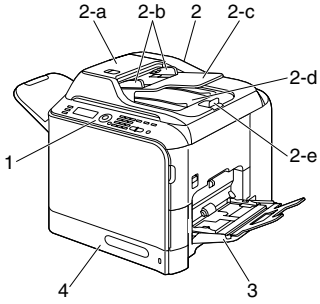
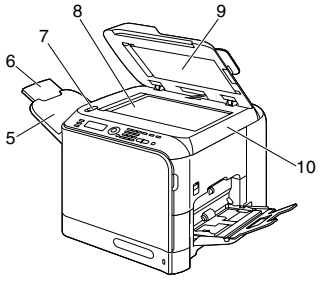
Part Names

The following drawings illustrate the parts of your machine referred to throughout this guide, so please take some time to become familiar with them.

Front View





1—Control panel

2—Automatic Document Feeder (ADF)

- 2-a: ADF feed cover
- 2-b: Document guide
- 2-c: Document feed tray
- 2-d: Document output tray
- 2-e: Document stopper

The ADF may appear as “document cover” in status and error messages.

Lower the document stopper when scanning Legal-size paper with the ADF.

3—Tray 1 (Manual feed tray)

4—Tray 2

5—Output tray

6—Extension tray

7—Scanner lock lever

8—Original glass

9—Original cover pad

10—Scanner unit

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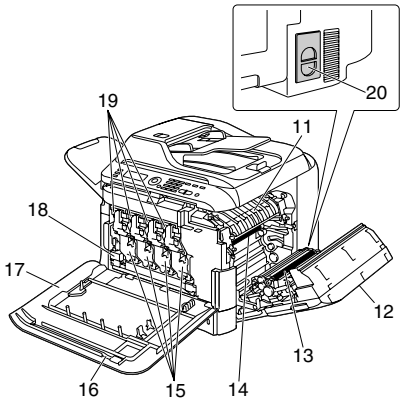
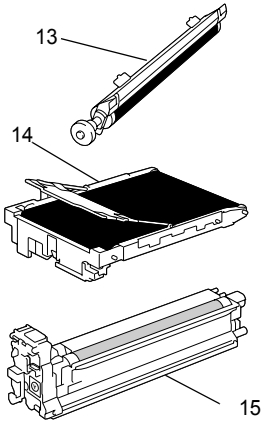
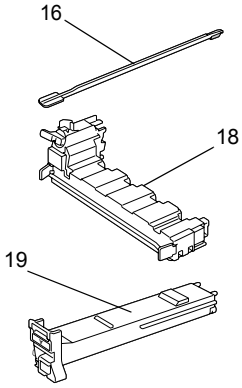
11—Fuser unit
12—Right door
13—Transfer roller
14—Transfer belt unit
15—Imaging unit(s)
16—Laser lens cleaning tool
17—Front cover
18—Waste toner bottle
19—Toner cartridge(s)
20—Ozone filter







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Rear View

1—Power switch

2—Power connection

3—TEL (telephone) jack

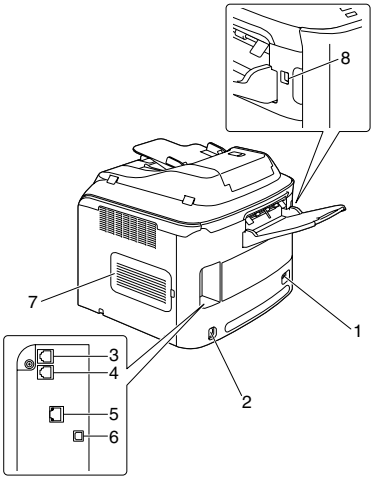
4—LINE (telephone line) jack

5—10Base-T/100Base-TX/ 1000Base-T Ethernet Interface port

6—USB port

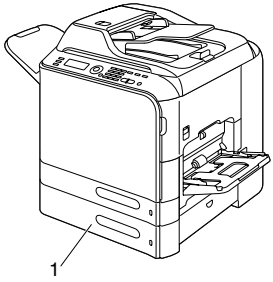
7—Rear cover

8—USB HOST port



Front View with Options

1—Lower feeder unit (Tray 3)



Drivers CD/DVD

Printer Drivers (PostScript Drivers)

Drivers	Use/Benefit
Windows Vista/XP/Server 2003/ 2000	These drivers give you access to all of the printer features, including finishing and advanced layout. For details, refer to “Displaying Printer Driver Settings (for Windows)” on page 141.
Windows Vista/XP/Server 2003 for 64bit	

A specific PPD file has been prepared for applications (such as Page Maker and Corel Draw) that require that a PPD file be specified when printing.
When specifying a PPD file while printing on Windows Vista, XP, Server 2003 and 2000, use the specific PPD file provided on the Drivers CD/DVD.

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Printer Drivers (PCL Drivers)

Drivers	Use/Benefit
Windows Vista/XP/Server 2003/ 2000	These drivers give you access to all of the printer features, including finishing and advanced layout. For details, refer to “Displaying Printer Driver Settings (for Windows)” on page 141.
Windows Vista/XP/Server 2003 for 64bit	

Printer Drivers (XPS Drivers)

Drivers	Use/Benefit
Windows Vista	These mini drivers for Windows Vista are based on the Windows core. For details on the installation method and functions, refer to the Reference Guide on the Documentation CD/ DVD.
Windows Vista for 64bit	

The XPS driver cannot be installed by using the auto-play installation feature of the Drivers CD/DVD.

Printer Drivers (PPD Files)

Drivers	Use/Benefit
Macintosh OS X (10.2.8, 10.3, 10.4, 10.5)	These files are required in order to use the printer driver for each operating system. For details of the Macintosh and Linux printer driver, refer to the Reference Guide on the Documentation CD/DVD.
Red Hat Linux 9.0, SuSE Linux 8.2	

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Scanner Drivers

Drivers	Use/Benefit
TWAIN Driver for Windows Vista/XP/ Server 2003/2000	These drivers enable you to set scanning functions, such as the color setting and size adjustments. For details, refer to “Windows TWAIN Driver Settings” on page 169.
TWAIN Driver for Macintosh OS X 10.2.8 or later	
WIA Driver for Windows Vista/XP	This driver enables you to set scanning functions, such as the color setting and size adjustments. For details, refer to “Windows WIA Driver Settings” on page 171.
WIA Driver for Windows Vista/XP for 64bit	

PC Fax Drivers

Drivers	Use/Benefit
Windows Vista/XP/Server 2003/ 2000	These drivers enable you to specify fax settings, such as the paper settings for sending faxes and the settings for editing the address book. For details, refer to the Facsimile User's Guide on the Documentation CD/ DVD.
Windows Vista/XP/Server 2003 for 64 bit	

For details on the installation of the drivers, refer to the Installation Guide on the Documentation CD/DVD.

For details of the Macintosh and Linux drivers, refer to the Reference Guide on the Documentation CD/DVD.

Windows TWAIN driver does not correspond to 64-bit applications though it corresponds to 32-bit applications on 64-bit OS.

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Applications CD/DVD

Applications

Applications	Use/Benefit
Download Manager (Windows Vista/XP/Server 2003/ 2000, Macintosh OS 10.2.x or later)	This utility, which can be used only if the optional hard disk kit or CompactFlash card is installed, enables fonts and overlay data to be downloaded to the machine hard disk. For details, refer to the Download Manager online help.
PaperPort SE	This software is a document management software package that helps you scan, organize, access, share, and manage both your paper and digital documents on your personal computer. For details, refer to the PaperPort SE User's Guide from the Help menu.
Local Setup Utility (LSU)	This software enables destinations (scanning and faxing) in the favorite list, in speed dialing and in group dialing to be created or edited from the computer. In addition, the status of this machine can be checked. For details, refer to the Reference Guide on the Documentation CD/ DVD.
LinkMagic	This software enables scanned documents to be saved in a file, processed, mail attached, and printed out. For details, refer to the Reference Guide on the Documentation CD/ DVD.
PageScope Net Care	Printer management functions such as status monitoring and network settings can be accessed. For details, refer to the PageScope Net Care Quick Guide on the Applications CD/DVD.

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PageScope Network Setup	Using the TCP/IP, basic network printer settings can be specified. For details, refer to the PageScope Network Setup User Manual on the Applications CD/DVD.
PageScope Plug and Print	This utility automatically detects a new printer connected to the network and creates a print object on the Windows print server. For details, refer to the PageScope Plug and Print Quick Guide on the Applications CD/DVD.
PageScope NDPS Gateway	This network utility enables printers and KONICA MINOLTA multifunctional products to be used in an NDPS environment. For details, refer to the PageScope NDPS Gateway User Manual on the Applications CD/DVD.
PageScope Direct Print	This application provides functions for sending PDF and TIFF files directly to a printer to be printed. For details, refer to the PageScope Direct Print User's Guide on the Applications CD/DVD.

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Documentation CD/DVD

Documentation

Documentation	Use/Benefit
Installation Guide	This manual provides installation details that must be performed in order to use this machine, such as setting up the machine and installing the drivers.
Printer/Copier/Scanner User's Guide (this manual)	This manual provides details on general daily operations, such as using the drivers and control panel and replacing consumables.
Facsimile User's Guide	This manual provides details on general fax operations, such as sending and receiving faxes and using the control panel.
Reference Guide	This manual provides details on installing the Macintosh and Linux drivers and on specifying settings for the network, Local Setup Utility (LSU), LinkMagic and the printer management utility.
Quick Guide	The Quick Guide provides simple procedures for copy, fax and scanning operations and for replacing consumables.
Readme	This guide provides details on operating conditions and precautions. Be sure to read this information before using the machine.

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System Requirements

- Personal computer
  - Pentium II: 400MHz or higher
  - PowerPC G3 or later (G4 or later is recommended)
  - Macintosh equipped with an Intel processor
- Operating System
  - Microsoft Windows Vista Home Basic/Home Premium/Ultimate/Business/Enterprise, Windows Vista Home Basic/Home Premium/ Ultimate/Business/Enterprise x64 Edition, Windows XP Home Edition/ Professional (Service Pack 2 or later), Windows XP Professional x64 Edition, Windows Server 2003, Windows Server 2003 x64 Edition, Windows 2000 (Service Pack 4 or later)
  - Mac OS X (10.2.8 or later; We recommend installing the latest patch)
  - Red Hat Linux 9.0, SuSE Linux 8.2
- Free hard disk space
  256 MB or more
- RAM
  128 MB or more
- CD/DVD drive
- I/O interface
  - 10Base-T/100Base-TX/1000Base-T (IEEE 802.3) Ethernet interface port
  - USB Revision 2.0 and USB Revision 1.1 compliant port

The Ethernet cable and USB cable are not included with the machine.

For details of the Macintosh and Linux drivers, refer to the Reference Guide on the Documentation CD/DVD.

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2 Control Panel and Configuration Menu

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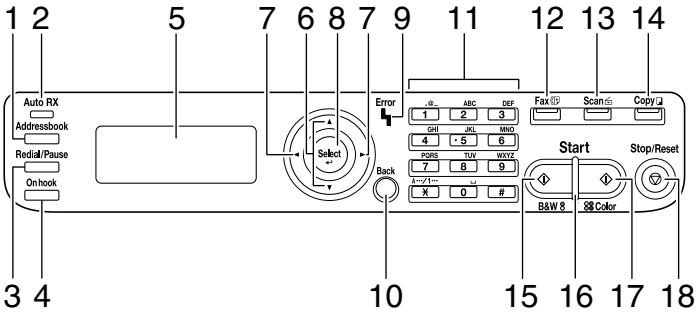
About the Control Panel



Control Panel Indicators and Keys

No.	Name	Function
1	**Addressbook** key	Displays the information registered in the favorite list, speed dial destinations and group dial destinations. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
2	**Auto RX** indicator	Lights up when the automatic receiving function is selected. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
3	**Redial/Pause** key	Recalls the last number dialed. Inserts a pause when a number is dialed. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
4	**Onhook** key	Sends and receives transmissions with the receiver on the hook. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
5	**Message window**	Displays settings, menus, and messages.
6	▲/▼ keys	Moves up and down through menus, options, or choices.

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No.	Name	Function
7	◀/▶ keys	Moves left and right through menus, options, or choices.
8	**Select** key	Press to select the setting that is currently displayed.
9	**Error** indicator	Indicates an error condition.
10	**Back** key	Clears the specified number of copies and entered text. Press to return to the previous screen. Press to cancel the setting that is currently displayed.
11	**Keypad**	Enters desired number of copies. Enters fax numbers, mail addresses, and names of recipients.
12	**Fax** key/LED	Enters Fax mode. Lights up in green to indicate that the machine is in Fax mode. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
13	**Scan** key/LED	Enters Scan mode. (Scan to E-mail, Scan to FTP, Scan to a shared folder on a computer, Scan to PC, or Scan to USB Memory) Lights up in green to indicate that the machine is in Scan mode. For details on the Scanner functions, refer to chapter 6, “Using the Scanner”
14	**Copy** key/LED	Enters Copy mode. Lights up in green to indicate that the machine is in Copy mode. For details on the Copy functions, refer to chapter 5, “Using the Copier”.
15	**Start** (B&W) key	Starts monochrome copying, scanning or faxing.
16	**Start** indicator	Lights up in blue when copying and fax transmission are possible. Lights up in orange when copying and fax transmissions are not possible, for example, during warm-up or if an error has occurred.

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No.	Name	Function
17	**Start** (Color) key	Starts color copying, scanning or faxing.
18	**Stop/Reset** key	Returns the settings to their defaults and stops functions.

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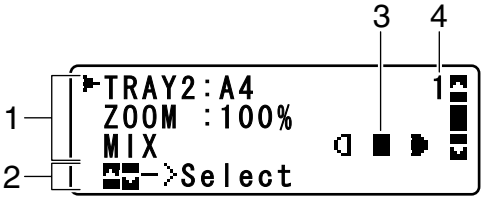
Display Indications

Main Screen (Copy Mode)



No.	Indication	Description
1	Copy settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to “Copy settings” on page 18.
2	Status	Depending on the situation, the machine status or an error message may appear.
3	Copy density	Indicates the copy density. AUTO appears when DENSITY is set to AUTO and the TEXT copy mode is selected.
4	Number of copies	Indicates the number of copies.

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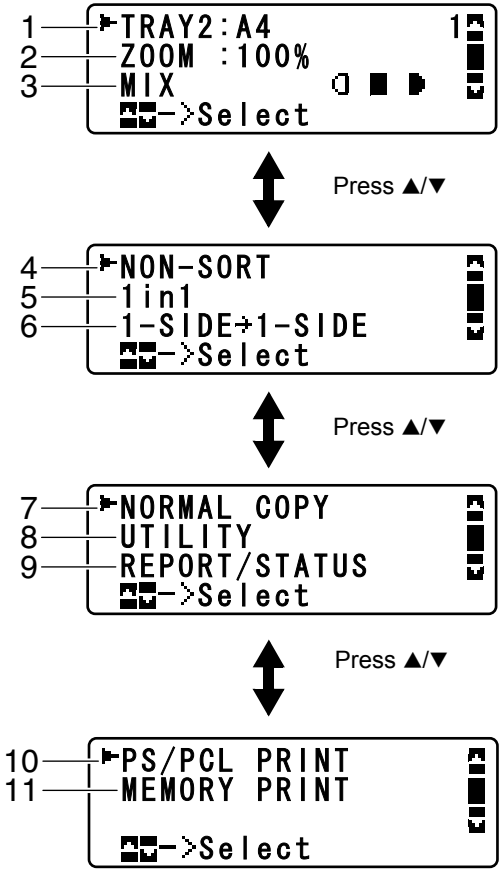
■ Copy settings



No.	Indication	Description
1	Media tray	Indicates the media tray that is selected. For details on selecting the media tray, refer to “Selecting the Media Tray” on page 157.
2	Zoom ratio	Indicates the zoom ratio that is specified. For details on specifying the zoom ratio, refer to “Specifying the Zoom Ratio” on page 156.
3	Copy quality	Indicates the copy quality that is selected. For details on selecting the copy quality, refer to “Specifying the Copy Quality Setting” on page 155.

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No.	Indication	Description
4	Collated (Sort) copying	Indicates whether or not collated (Sort) copying is selected. For details on selecting collated (Sort) copying, refer to “Setting Collated (Sort) Copying” on page 165.
5	2in1/4in1 copying	Indicates whether or not 2in1/4in1 copying is selected. For details on selecting 2in1/4in1 copying, refer to “Setting 2in1/4in1 Copying” on page 158.
6	Double-sided/ single-sided copying	Indicates whether double-sided copying or single-sided copying is selected. For details on selecting double-sided/single-sided copying, refer to “Setting Duplex (Double-Sided) Copying” on page 163.
7	Copy function	Indicates the copy function that is set. For details on setting a copy function, refer to “Setting a Copy Function” on page 159.
8	UTILITY	Select this menu item to change the various machine settings. For details, refer to “UTILITY Menu” on page 31.
9	REPORT/STATUS	Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to “REPORT/STATUS Menu” on page 27.
10	PS/PCL PRINT	Select this menu item to print or delete jobs stored on the machine's hard disk (optional) and to change the settings related to PS/PCL printing. For details, refer to “PS/PCL PRINT Menu” on page 69.
11	MEMORY PRINT	Select this menu item to perform memory direct printing operations and to specify settings for these operations. For details, refer to “MEMORY PRINT Menu” on page 101. *This menu item appears only if an optional hard disk kit or a CompactFlash card is installed.*

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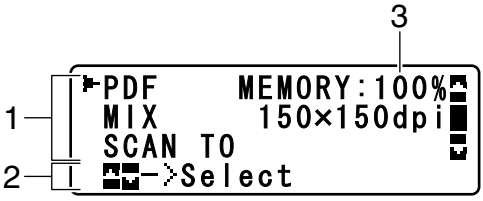
Main Screen (Scan Mode)



No.	Indication	Description
1	Scan settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to “Scan settings” on page 21.
2	Status	Depending on the situation, the machine status or an error message may appear.
3	Available memory	Indicates the percentage of memory available for scanning and fax operations.

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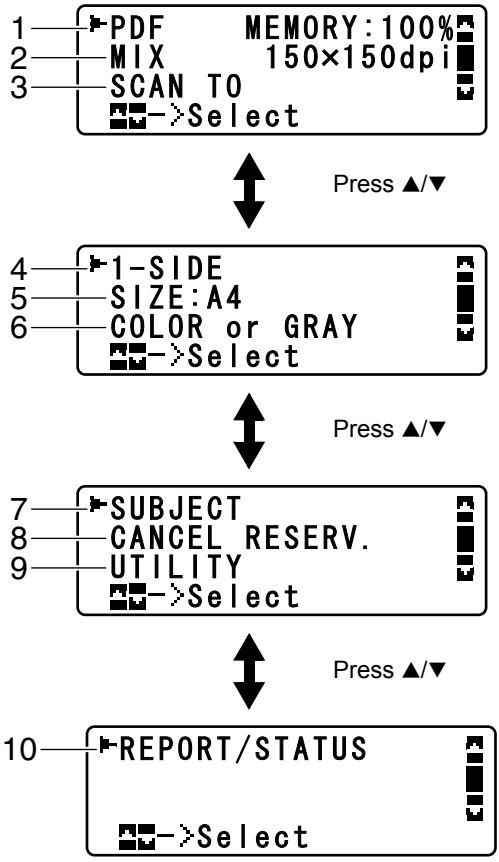
■ Scan settings



No.	Indication	Description
1	Data format	Indicates the data format that is selected. For details on selecting the data format, refer to “Selecting the Data Format” on page 193.
2	Scan quality	Indicates the scan quality that is selected. For details on selecting the scan quality, refer to “Selecting the Scan Quality Setting” on page 193.

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No.	Indication	Description
3	Scan data destination	Indicates the specified destination for the scan data. For details on specifying the destination of the data, refer to “Specifying the Data Location” on page 176 and “Specifying the Destination Address (Scan to E-mail/FTP/SMB)” on page 178. *If no destination has been specified, SCAN TO appears.*
4	Single-sided/ double-sided scanning	Indicates whether double-sided scanning or single-sided scanning is selected. For details on selecting double-sided/single-sided scanning, refer to “Setting Duplex (Double-Sided) Scanning” on page 194.
5	Scan size	Indicates the scan size that is selected. For details on selecting the scan size, refer to “Setting the Scan Size” on page 195.
6	Scan color	Indicates the scan color that is selected. For details on selecting the scan color, refer to “Setting the Scan Color” on page 195.
7	SUBJECT	Select this menu item to specify the subject. For details on specifying the subject, refer to “Specifying the Subject” on page 195. *This menu item does not appear if an FTP address or SMB address was specified as the destination.*
8	CANCEL RESERV.	Select this menu item to display the list of jobs queued for transmission and to delete a job. For details, refer to “Deleting a Queued Transmission Job” on page 196. *This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.*

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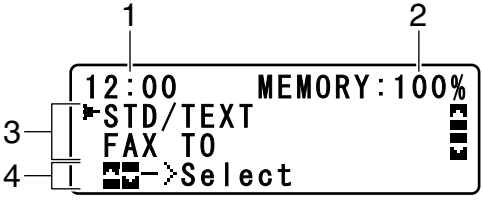
No.	Indication	Description
9	UTILITY	Select this menu item to change the various machine settings. For details, refer to “UTILITY Menu” on page 31. *This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.*
10	REPORT/STATUS	Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to “REPORT/STATUS Menu” on page 27. *This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.*

Main Screen (Fax Mode)



No.	Indication	Description
1	Time	Indicates the current time configured in ADMIN. MANAGEMENT/USER SETTING/DATE&TIME in the UTILITY menu.
2	Available memory	Indicates the percentage of memory available for scanning and fax operations.
3	Fax settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to “Fax settings” on page 24.
4	Status	Depending on the situation, the machine status or an error message may appear.

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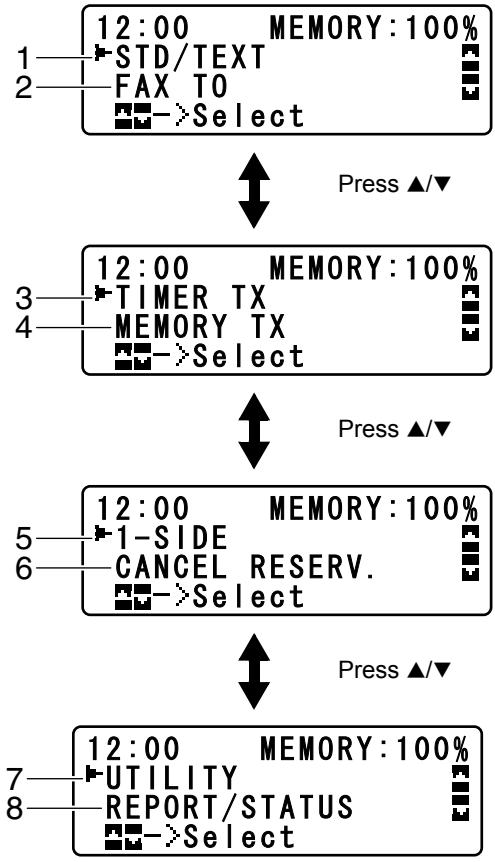
■ Fax settings



No.	Indication	Description
1	Fax quality	Indicates the fax quality that is selected. For details on selecting the fax quality, refer to the Facsimile User's Guide on the Documentation CD/DVD.
2	Fax destination	Indicates the specified fax destination. For details on specifying the destination, refer to the Facsimile User's Guide on the Documentation CD/DVD. *If no destination has been specified, `FAX TO` appears.*

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No.	Indication	Description
3	TIMER TX	Select this menu item to specify the time when the fax is to be sent. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
4	Transmission mode	Indicates the fax transmission mode that is selected. For details on selecting the transmission mode, refer to the Facsimile User's Guide on the Documentation CD/DVD.
5	Single-sided/ double-sided faxing	Indicates the fax document scanning method (single-sided/double-sided) that is selected. For details on selecting double-sided/single-sided scanning, refer to the Facsimile User's Guide on the Documentation CD/DVD.
6	CANCEL RESERV.	Select this menu item to display the list of jobs queued for transmission and to delete a job. For details, refer to "Deleting a Queued Transmission Job" on page 196. *This menu item does not appear if a destination has been specified.*
7	UTILITY	Select this menu item to change the various machine settings. For details, refer to "UTILITY Menu" on page 31. *This menu item does not appear if a destination has been specified.*
8	REPORT/STATUS	Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to "REPORT/STATUS Menu" on page 27. *This menu item does not appear if a destination has been specified.*

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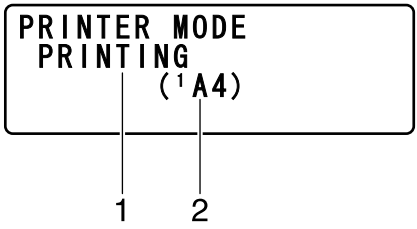
Print Screen

When a print job is received, PRINTER: Printing appears in the status section of the main screen. To display the print screen (as shown below), press the ◀ key while PRINTER: Printing is displayed.

To cancel printing, press the **Stop/Reset** key when the print screen appears. Press the **Select** key to select YES.



No.	Indication	Description
1	Status	Displays messages indicating operations such as printing.
2	Media tray/ media size	Indicates the media tray and media size that is selected.

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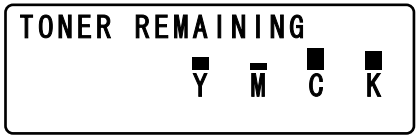
Checking the Machine Status and Settings

TONER REMAINING

With the main screen displayed, press the ◄ key to display the TONER REMAINING screen. From this screen, a general estimate of the amount of toner remaining in the toner cartridges can be viewed.



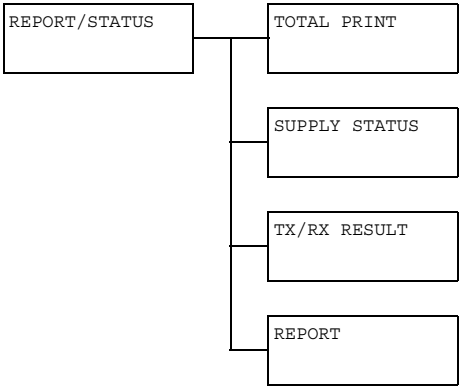
To return to the main screen, press the **Back** key.

*If the **Select** key is held down for at least 2 seconds while the screen described above is displayed, the configuration page will be printed.*

REPORT/STATUS Menu

To display the REPORT/STATUS screen, select REPORT/STATUS in the main screen, and then press the **Select** key. From this menu, the total number of pages printed by this machine and the results of fax transmissions/receptions can be viewed. In addition, the reports can be printed. The REPORT/STATUS menu is structured as shown below.

*To return to the previous screen, press the **Back** key. To display the main screen, press the **Stop/Reset** key.*



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TOTAL PRINT

The total number of pages for each of the following can be checked.

TOTAL PRINT	This counter shows the total number of pages printed.
MONO COPY	This counter shows the total number of pages copied in black-and-white.
COLOR COPY	This counter shows the total number of pages copied in color.
MONO PRINT	This counter shows the total number of pages printed in black-and-white.
COLOR PRINT	This counter shows the total number of pages printed in color.
FAX PRINT	This counter shows the total number of pages that were faxed.
TOTAL SCAN	This counter shows the total number of document pages that were scanned.

SUPPLY STATUS

The remaining amount of toner in the toner cartridges and the remaining service life of the imaging units can be displayed as a percentage.

C TONER	Displays the remaining amount of toner in the cyan (C) toner cartridge as a percentage.
M TONER	Displays the remaining amount of toner in the magenta (M) toner cartridge as a percentage.
Y TONER	Displays the remaining amount of toner in the yellow (Y) toner cartridge as a percentage.
K TONER	Displays the remaining amount of toner in the black (K) toner cartridge as a percentage.
C I-UNIT	Displays the remaining service life of the cyan (C) imaging unit as a percentage.
M I-UNIT	Displays the remaining service life of the magenta (M) imaging unit as a percentage.
Y I-UNIT	Displays the remaining service life of the yellow (Y) imaging unit as a percentage.
K I-UNIT	Displays the remaining service life of the black (K) imaging unit as a percentage.

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TX/RX RESULT

For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.

REPORT

The machine settings, lists and reports related to fax can be printed.

TX RESULT REPORT	Prints the results of fax transmissions. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
RX RESULT REPORT	Prints the results of fax receptions. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
ACTIVITY REPORT	Prints the results of fax transmissions and receptions. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
MEMORY DATA LIST	Prints the information for queued fax transmissions. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
MEMORY IMAGE PRINT	Prints the information and a reduced first page of queued fax transmissions. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
FAVORITE LIST	Prints a list of the destinations registered in the favorite list. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
SPEED DIAL LIST	Prints a list of the destinations programmed for speed dialing. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
GROUP DIAL LIST	Prints a list of the one-touch dialing groups. For details, refer to the Facsimile User's Guide on the Documentation CD/DVD.
UTILITY MAP	Prints the UTILITY menu and its settings.
PS/PCL MENU MAP	Prints PS/PCL PRINT menu and its settings.
CONFIGURATION PAGE	Prints a estimate of the percentage of toner remaining and the settings, information and status of this machine.
PS FONT LIST	Prints the PostScript font list.

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PCL FONT LIST	Prints the PCL font list.
DIRECTORY LIST	Prints the directory list of the hard disk or a CompactFlash card.

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Configuration Menu Overview

To display the settings menu for this machine, select UTILITY in the main screen, and then press the **Select** key. From the UTILITY menu, settings for the various machine functions can be changed.

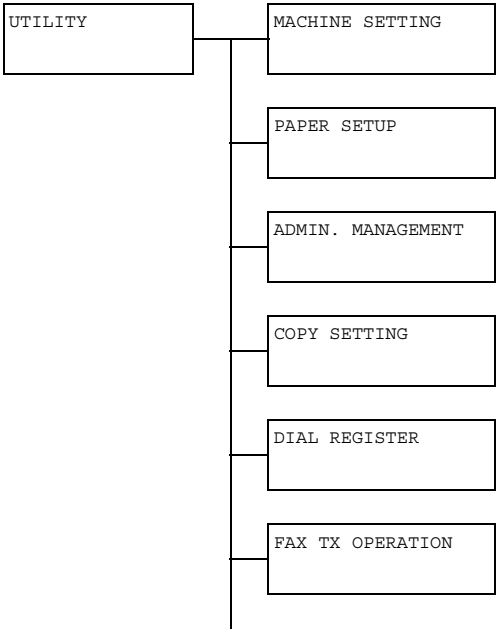
In addition, Copy mode settings can be specified for PS/PCL printing and memory direct printing. For details, refer to “PS/PCL PRINT Menu” on page 69 and “MEMORY PRINT Menu” on page 101.

UTILITY Menu

From this menu, various machine settings can be changed. The UTILITY menu is structured as shown below.

*To return to the previous screen in the UTILITY menu, press the **Back** key. (If the **Back** key is pressed while settings are being specified, those settings are not saved.)*

*The ADMIN. MANAGEMENT menu is accessible only by the administrator. To display the settings for this menu, select ADMIN. MANAGEMENT, use the keypad to type in the 6-digit administrator access code (default: **000000**), and then press the **Select** key.*



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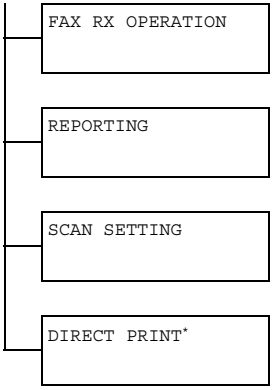

* *This menu item appears when ADOMIN. MANAGEMENT/CAMERA DIRECT is set to ENABLE.*

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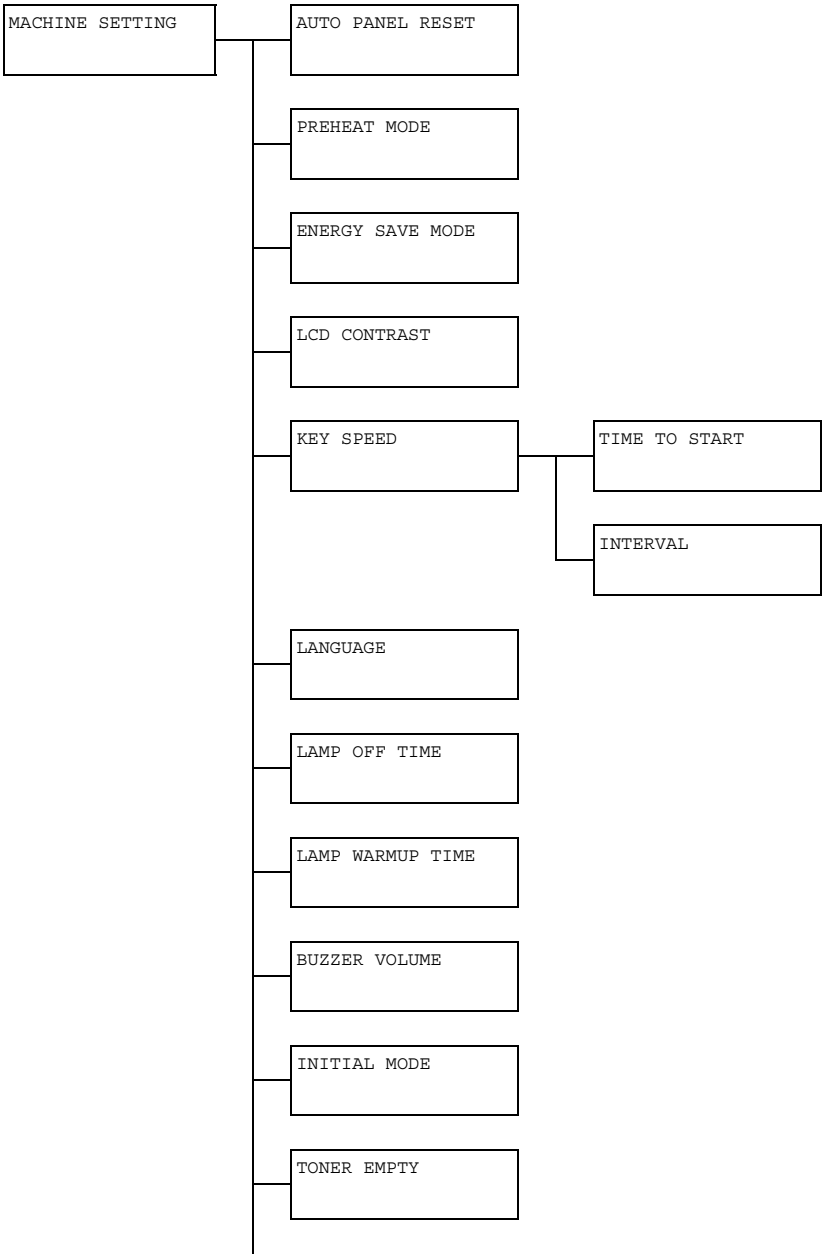
MACHINE SETTING Menu



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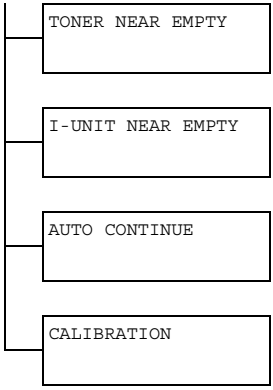

Manufacturer's default settings appear in bold.

AUTO PANEL RESET	Setting	OFF / 30sec / **1min** / 2min / 3min / 4min / 5min
	Specify the length of time until all settings that have not been programmed, such as the number of copies, are cleared and return to their default settings when no operation is performed. To set the machine to perform the auto panel reset operation, select from 30sec, 1min, 2min, 3min, 4min or 5min for the length of time until the auto panel reset operation is performed.	
PREHEAT MODE	Setting	1 to 120 min (Default: **15 min**)
	Enters Preheat mode (first stage of the energy save mode) in order to conserve energy when no operation is performed. Specify the length of time in minutes until the machine enters Preheat mode.	
ENERGY SAVE MODE	Setting	6 to 120 min (Default: **30 min**)
	Enters Energy Save mode in order to conserve energy when no operation is performed. Specify the length of time in minutes until the machine enters Energy Save mode.	
LCD CONTRAST	Setting	(LIGHT) ◁□■□□□▷ (DARK)
	Specify the brightness of the message window.	

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KEY SPEED	TIME TO START	Setting	0.1sec / 0.3sec / 0.5sec / **1.0sec** / 1.5sec / 2.0sec / 2.5sec / 3.0sec
		Specify the length of time until the cursor begins to move continuously when a key is held down.	
	INTERVAL	Setting	**0.1sec** / 0.3sec / 0.5sec / 1.0sec / 1.5sec / 2.0sec / 2.5sec / 3.0sec
		Specify the length of time until the cursor continuously moves between settings or characters.	
LANGUAGE		Setting	**ENGLISH** / FRENCH / GERMAN / ITALIAN / SPANISH / PORTUGUESE / RUSSIAN / CZECH / SLOVAK / HUNGARIAN / POLISH
		Select the language of the menus and messages that appear in the message window.	
LAMP OFF TIME		Setting	**MODE1** / MODE2
		Select the length of time until the scanner unit lamp goes off when no operation is performed. If MODE1 is selected, the lamp goes off when the machine enters Preheat mode. If MODE2 is selected, the lamp goes off when the machine enters Energy Save mode.	
LAMP WARMUP TIME		Setting	AUTO / **FIX**
		Specify the warm-up time for the lamp of the scanner unit. If AUTO is selected, the length of time to recover from Energy Save mode when the machine is turned on is adjusted according to the room temperature. Since the machine cannot be used until its condition is completely stabilized, select this setting, for example, if you wish to scan at a high image quality from the first page. If FIX is selected, the machine can be used after lamp warm-up is finished. With a low room temperature, the quality of the first page of a copy or scanned image may not be as good as if AUTO was selected.	

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BUZZER VOLUME	Setting	OFF / **LOW** / HIGH
	Select the volume of the sound produced when a key is pressed and of the alarm that is sounded when an error occurs.	
INITIAL MODE	Setting	**COPY** / FAX
	Specify the default mode when the machine is turned on or when all settings in the control panel return to their default settings.	
TONER EMPTY	Setting	**STOP** / BW CONTINUE
	Select whether or not printing, copying and faxing stop when the toner has run out. If STOP is selected, printing, copying and faxing stop when the toner runs out. If BW CONTINUE is selected, monochrome printing, monochrome copying and fax reception can continue when one or more color toners run out while black toner still remains.	
TONER NEAR EMPTY	Setting	ON / **OFF**
	When the toner is nearly run out, a warning message appears.	
I-UNIT NEAR EMPTY	Setting	ON / **OFF**
	When the imaging unit is nearly run out, warning message appears.	
AUTO CONTINUE	Setting	ON / **OFF**
	Select whether or not printing continues when a size error occurs during printing.	
CALIBRATION	Setting	ON / **OFF**
	Select whether or not to perform image stabilization. If ON is selected, image stabilization is started.	

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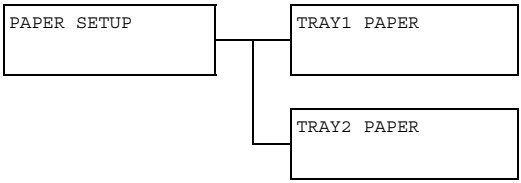
PAPER SETUP Menu



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Manufacturer's default settings appear in bold.

TRAY1 PAPER	Media type	**PLAIN PAPER** / THICK PAPER / THICK PAPER2 / TRANSPARENCY / LABELS / LETTERHEAD / GLOSSY / GLOSSY2 / ENVELOPE / POSTCARD
	Paper size	When a setting other than ENVELOPE or POSTCARD is selected: **A4** / A5 / B5 / LEGAL / **LETTER** / G LETTER / STATEMENT / EXECUTIVE / FOLIO / G LEGAL / OFICIO (Mexico only) / CUSTOM When ENVELOPE is selected: **COM10** / C6 / DL / MONARCH / CHOU#3 / CUSTOM When POSTCARD is selected: **J-POSTCARD 100x148** / D-POSTCARD 148x200 / CUSTOM
	Select the type and size of the media loaded into Tray 1. If CUSTOM is selected as the paper size, specify settings for LENGTH and WIDTH separately. The Setting range for LENGTH is 148 to 356 mm. The default setting is **297** mm. The Setting range for WIDTH is 92 to 216 mm. The default setting is **210** mm. When a media type is selected, a screen appears, showing the available media sizes. The available media sizes differ depending on the selected media type. The default paper size for a setting other than ENVELOPE or POSTCARD is **LETTER** for 120 V models, and **A4** for 220 V models. *The setting for CUSTOM is displayed in metric (mm) even if ADMIN. MANAGEMENT/USER SETTING/PRESET ZOOM is set to INCH.*	

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TRAY2 PAPER	Paper size	**A4** / A5 / B5 / **LETTER** / G LETTER / STATEMENT / EXECUTIVE / CUSTOM
	Select the size of the media loaded into Tray 2. If CUSTOM is selected as the paper size, specify settings for LENGTH and WIDTH separately. The Setting range for LENGTH is 148 to 297 mm. The default setting is **297** mm. The Setting range for WIDTH is 92 to 216 mm. The default setting is **210** mm. Only plain paper can be loaded into Tray 2. The default paper size is **LETTER** for 120 V models, and **A4** for 220 V models. *The setting for CUSTOM is displayed in metric (mm) even if ADMIN. MANAGEMENT/ USER SETTING/PRESET ZOOM is set to INCH.*	

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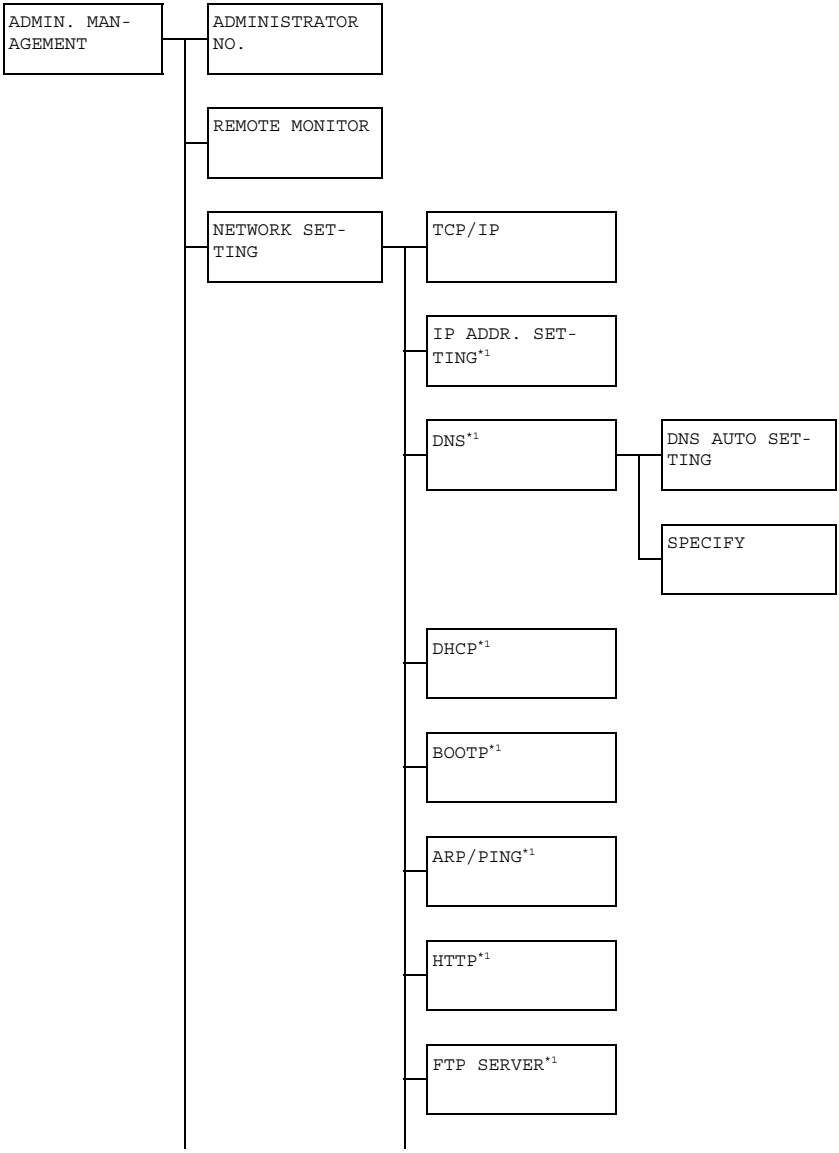
ADMIN. MANAGEMENT Menu

*The ADMIN. MANAGEMENT menu is accessible only by the administrator. To display the settings for this menu, select ADMIN. MANAGEMENT, use the keypad to type in the 6-digit administrator access code (default: **000000**), and then press the **Select** key.*



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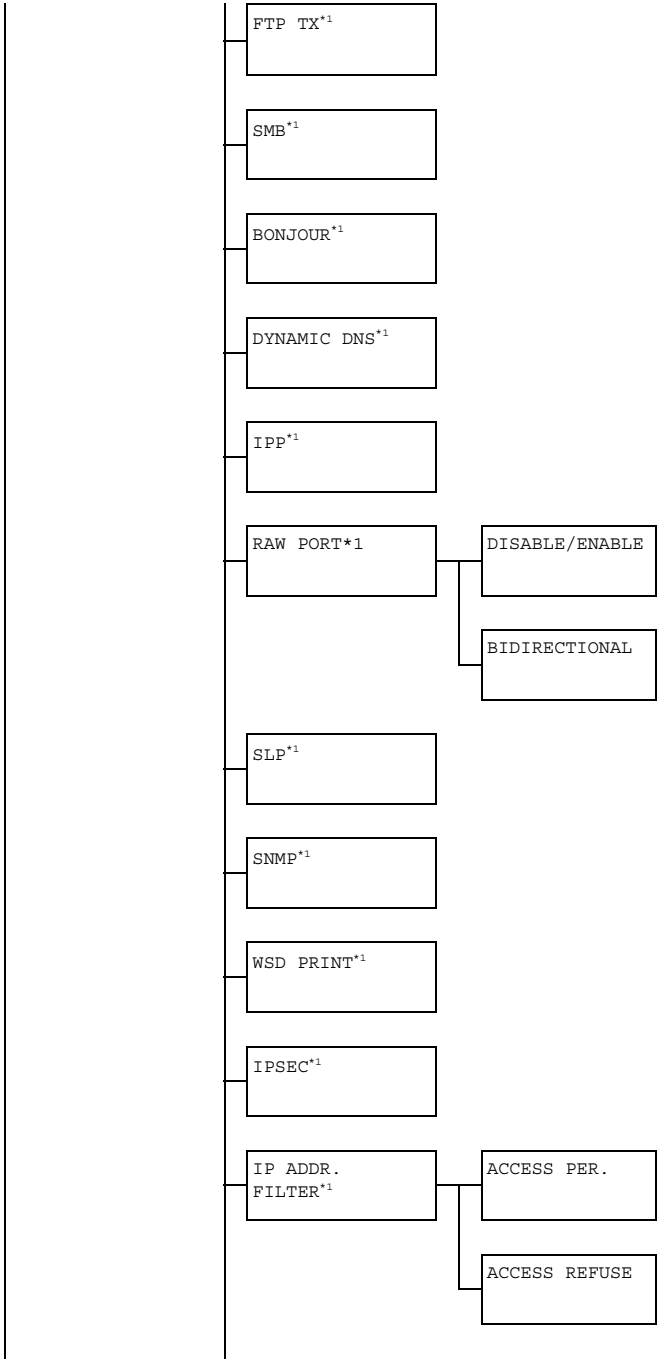

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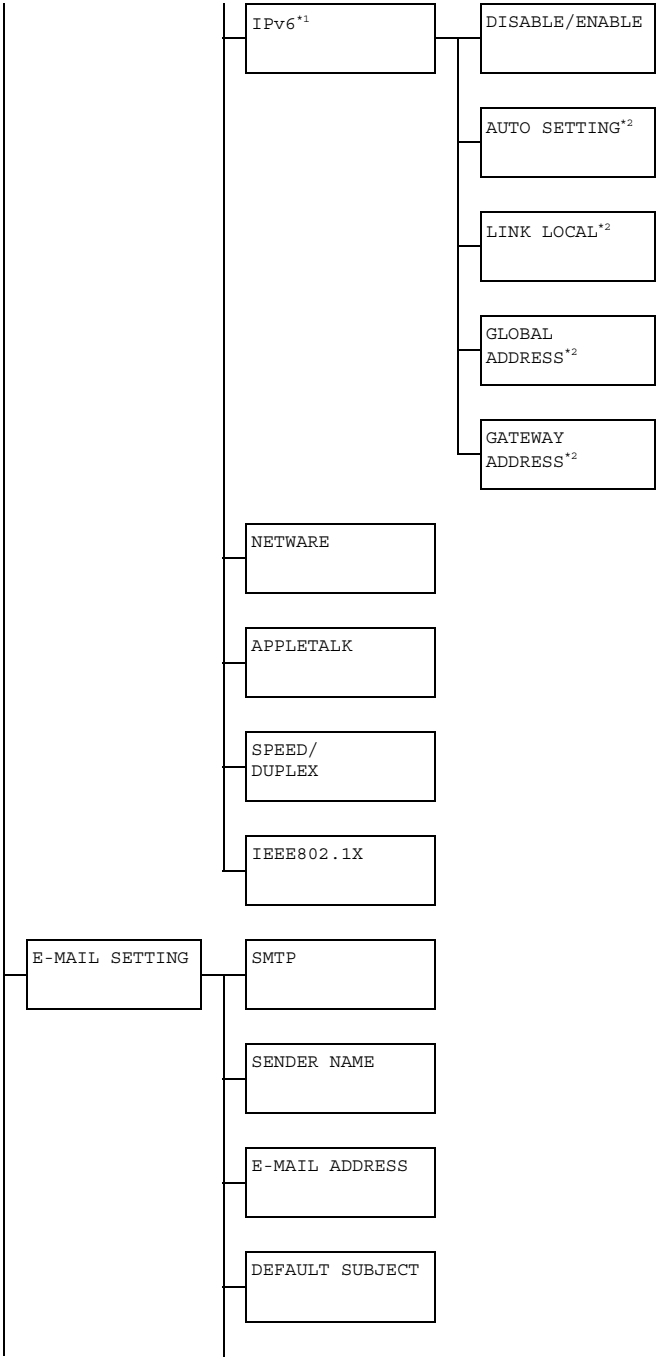

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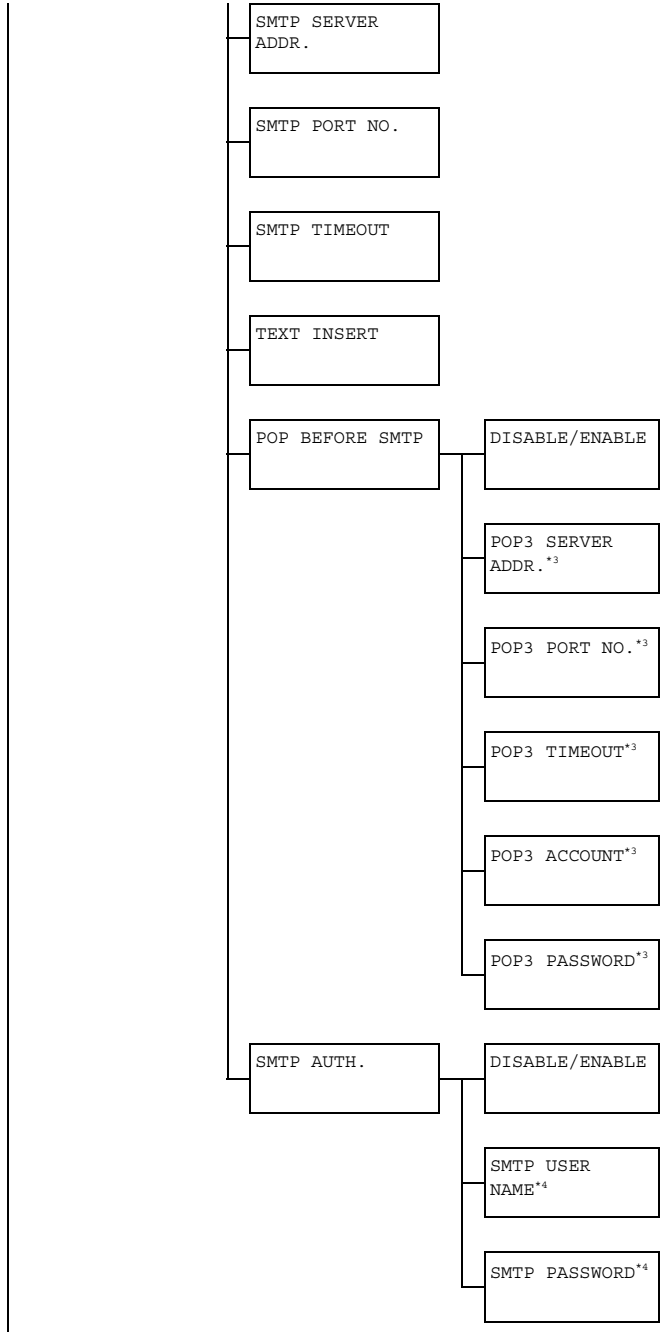

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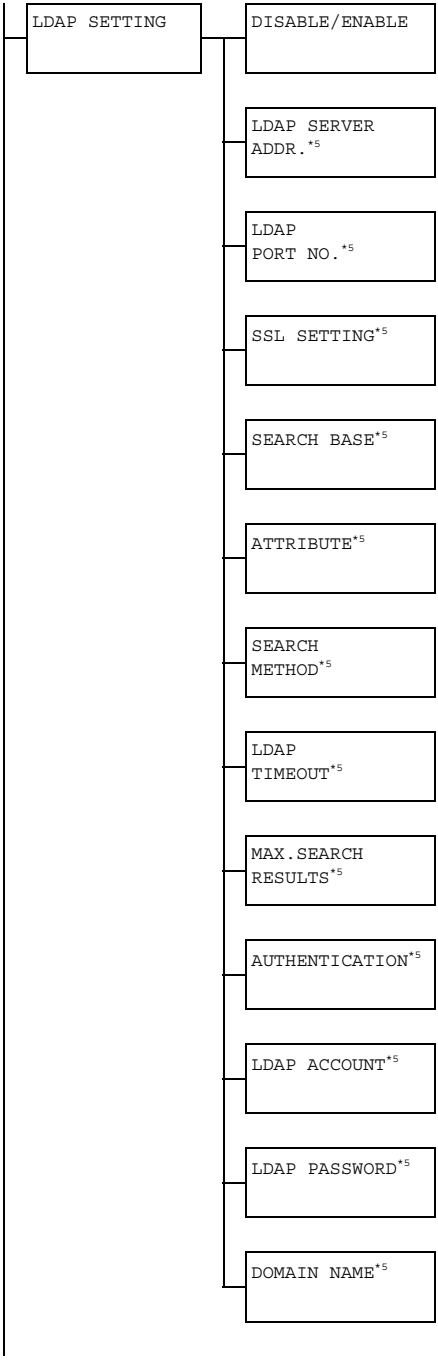

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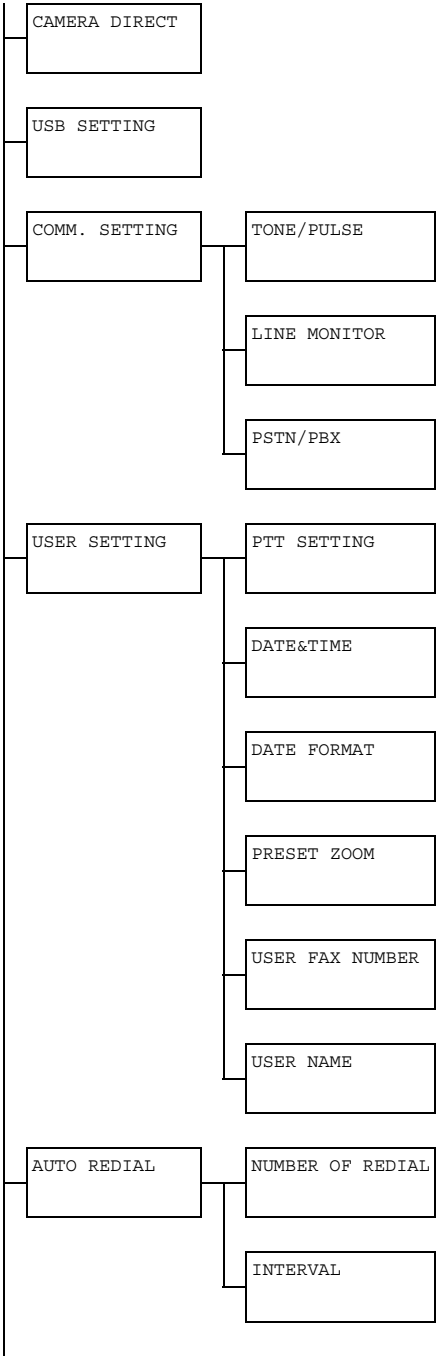

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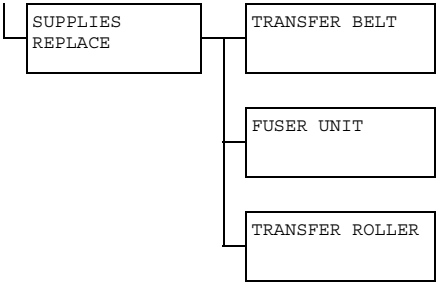

*1 This menu item appears when ADMIN. MANAGEMENT/NETWORK SETTING/TCP/IP is set to ENABLE.
*2 This menu item appears when ADMIN. MANAGEMENT/NETWORK SETTING/IPv6/DISABLE/ENABLE is set to ENABLE.
*3 This menu item appears when ADMIN. MANAGEMENT/E-MAIL SETTING/POP BEFORE SMTP/DISABLE/ENABLE is set to ENABLE.
*4 This menu item appears when ADMIN. MANAGEMENT/E-MAIL SETTING/SMTP AUTH./DISABLE/ENABLE is set to ENABLE.
*5 This menu item appears when ADMIN. MANAGEMENT/LDAP SETTING/DISABLE/ENABLE is set to ENABLE.

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Manufacturer's default settings appear in bold.

ADMINISTRATOR NO.			Specify the new administrator access code.	
REMOTE MONITOR			Setting	**OFF** / ON
			Select whether or not setting remote monitor. If ON is selected, technical support can access the menu mode. If OFF is selected, technical support cannot access the menu mode. *This setting is for technical support uses. Change the setting only when it is necessary.*	
NETWORK SETTING	TCP/IP		Setting	DISABLE / **ENABLE**
			Select the setting for connecting to this machine through a network.	
	IP ADDR. SETTING		Setting	**AUTO** / SPECIFY
			Set the IP address of this printer on the network. If AUTO is selected, the IP address will be assigned automatically. If SPECIFY is selected, manually specify settings for IP ADDRESS, SUBNET MASK and GATEWAY.	
	DNS	DNS AUTO SETTING	Setting	**DISABLE** / ENABLE
			Select whether or not the DNS server address is automatically assigned by the DHCP server.	
		SPECIFY	Specify the DNS server address (up to three addresses). The default setting is "**0.0.0.0**".	
	DHCP		Setting	DISABLE / **ENABLE**
			If there is a DHCP server on the network, specify whether the IP address and other network information is automatically assigned by the DHCP server.	

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	BOOTP		Setting	**DISABLE** / ENABLE
			If there is a BOOTP server on the network, specify whether the IP address and other network information is automatically assigned by the BOOTP server.	
	ARP/PING		Setting	**DISABLE** / ENABLE
			Select whether or not the ARP/PING command is used when the IP address is assigned.	
	HTTP		Setting	DISABLE / **ENABLE**
			Select whether or not to enable HTTP.	
	FTP SERVER		Setting	DISABLE / **ENABLE**
			Select whether or not to enable the FTP server.	
	FTP TX		Setting	DISABLE / **ENABLE**
			Select whether or not to enable the FTP client.	
	SMB		Setting	DISABLE / **ENABLE**
			Select whether or not to enable SMB.	
	BONJOUR		Setting	DISABLE / **ENABLE**
			Select whether or not to enable Bonjour.	
	DYNAMIC DNS		Setting	**DISABLE** / ENABLE
			Select whether or not to enable Dynamic DNS.	
	IPP		Setting	DISABLE / **ENABLE**
			Select whether or not to enable IPP. *If HTTP is set to DISABLE, IPP cannot be set.*	
	RAW PORT	DISABLE/ ENABLE	Setting	DISABLE / **ENABLE**
			Select whether or not to enable the raw port.	
		BIDIRECTIONAL	Setting	**DISABLE** / ENABLE
			Select whether or not to enable raw port bidirectional communication.	

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	SLP		Setting	DISABLE / **ENABLE**
			Select whether or not to enable SLP.	
	SNMP		Setting	DISABLE / **ENABLE**
			Select whether or not to enable SNMP.	
	WSD PRINT		Setting	DISABLE / **ENABLE**
			Select whether or not to enable WSD printing.	
	IPSEC		Setting	**DISABLE** / ENABLE
			Select whether or not to enable IPsec.	
	IP ADDR. FILTER	ACCESS PER.	Setting	**DISABLE** / ENABLE
			Specify access permissions for IP address filtering.	
		ACCESS REFUSE	Setting	**DISABLE** / ENABLE
			Specify access blocking for IP address filtering.	
	IPv6	DIS-ABLE/ ENABLE	Setting	DISABLE / **ENABLE**
			Select whether or not to enable IPv6.	
		AUTO SET-TING	Setting	**YES**/NO
			Select whether or not to enable the IPv6 auto setting.	
		LINK LOCAL	Displays the link-local address.	
		GLOBAL ADDRESS	Displays the global address.	
		GATE-WAY ADDRESS	Displays the gateway address.	
	NETWARE		Setting	**DISABLE** / ENABLE
			Select whether or not to enable NetWare.	
	APPLETALK		Setting	DISABLE / **ENABLE**
			Select whether or not to enable AppleTalk.	

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	SPEED/DUPLEX	Setting	**AUTO** / 10BASE FULL / 10BASE HALF / 100BASE FULL / 100BASE HALF / 1000BASE FULL
		Specifies the transmission speed for the network and the transmission method for bi-directional transmission.	
	IEEE802.1X	Setting	**DISABLE** / ENABLE
		Select whether or not to enable IEEE802.1X.	
E-MAIL SETTING	SMTP	Setting	DISABLE / **ENABLE**
		Select whether to enable or disable e-mail transmission operations for this machine.	
	SENDER NAME	Specify the name of the E-mail sender (up to 20 characters) used for network scanning. The default setting is "**bizhub_C20**".	
	E-MAIL ADDRESS	Specify the E-mail address (up to 64 characters) of the E-mail sender used for network scanning.	
	DEFAULT SUB-JECT	Specify the subject (up to 20 characters) of the E-mail message used for network scanning. The default setting is "**from bizhub C20**".	
	SMTP SERVER ADDR.	Specify the IP address or host name (up to 64 characters) for the SMTP server. The default setting is "**0.0.0.0**".	
	SMTP PORT NO.	Setting	1 to 65535 (Default: **25**)
		Specify the port number communicating with the SMTP server.	
	SMTP TIMEOUT	Setting	30 to 300 sec (Default: **60 sec**)
		Select the amount of time (in seconds) until the connection with the SMTP server times out.	

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	TEXT INSERT		Setting	**OFF** / ON
			Select whether or not the specified text is inserted into the E-mail message.	
	POP BEFORE SMTP	DIS-ABLE/ ENABLE	Setting	**DISABLE** / ENABLE
			Select whether or not to enable POP Before SMTP. If ENABLE is selected, specify the time (between 0 and 60 seconds). The default setting is **1sec**.	
		POP3 SERVER ADDR.	Specify the host name or IP address for the POP3 server used for authentication with POP Before SMTP. The default setting is "**0.0.0.0**".	
		POP3 PORT NO.	Setting	1 to 65535 (Default: **110**)
			Specify the port number used for communicating with the POP3 server.	
		POP3 TIME-OUT	Setting	30 to 300 sec (Default: **30 sec**)
			Select the amount of time (in seconds) until the connection with the POP3 server times out.	
		POP3 ACCOUNT	Specify the user name (up to 63 characters) used for authentication with POP3 server.	
		POP3 PASS-WORD	Specify the password (up to 15 characters) used for authentication with POP3 server.	
	SMTP AUTH.	DIS-ABLE/ ENABLE	Setting	**DISABLE** / ENABLE
			Select whether or not to enable SMTP authentication.	
		SMTP USER-NAME	Specify the user name (up to 63 characters) used for SMTP authentication.	
		SMTP PASS-WORD	Specify the password (up to 15 characters) used for SMTP authentication.	

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LDAP SETTING	DISABLE/ENABLE	Setting	DISABLE / **ENABLE**
		Select whether or not to enable the LDAP function.	
	LDAP SERVER ADDR.	Specify the address (up to 64 characters) of the LDAP server. The default setting is "**0.0.0.0**".	
	LDAP PORT NO.	Setting	1 to 65535 (Default: **389**)
		Specify the port number of the LDAP server.	
	SSL SETTING	Setting	**DISABLE** / ENABLE
		Select whether or not to enable SSL.	
	SEARCH BASE	Specify the search starting point (up to 64 characters) in a hierarchical structure arranged on the LDAP server.	
	ATTRIBUTE	The conditions for searches can be specified as a name or e-mail address (up to 32 characters). The default setting is "**cn**".	
	SEARCH METHOD	Setting	BEGIN / **CONTAIN** / END
		The specified characters can be searched for at the beginning, within or at the end.	
	LDAP TIMEOUT	Setting	5 to 300 sec (Default: **60 sec**)
		Specify the maximum wait time during a search.	
	MAX.SEARCH RESULTS	Setting	5 to 100 (Default: **100**)
		Specify the maximum number of destinations displayed after a search.	
	AUTHENTICATION	Setting	**ANONYMOUS** / SIMPLE / DIGEST-MD5 / GSS-SPNEGO
		Select the authentication method used for logging on to the LDAP server.	
	LDAP ACCOUNT	Specify the account (up to 64 characters) used to connect to the LDAP server.	

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	LDAP PASSWORD	Specify the password (up to 32 characters) used to connect to the LDAP server.	
	DOMAIN NAME	Specify the domain name (up to 64 characters) used to connect to the LDAP server.	
CAMERA DIRECT		Setting	DISABLE / **ENABLE**
USB SETTING		Setting	**Windows** / Mac
		Select the operating system of the PC to which this machine is connected with a USB cable.	
COMM. SETTING	TONE/PULSE	Setting	**TONE** / PULSE
		Select the dialing system. If this parameter is not correctly set to the type of dialing system used, faxes cannot be sent and received. Select the correct setting after checking which type of dialing system is used by your telephone line. *If PTT SETTING in the USER SETTING menu is set to U.S.A, CANADA or NEW ZEALAND, the settings cannot be changed.*	
	LINE MONITOR	Setting	OFF / **LOW** / HIGH
		Select the volume of the monitoring sound of the transmission signal.	
	PSTN/PBX	Setting	**PSTN** / PBX
		Select whether the connected telephone wiring is a public switched telephone network (PSTN) or a private branch exchange (PBX). For a PBX system, the prefix number (outside line access number or extension number) can be specified.	

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USER SETTING	PTT SETTING	Setting	ARGENTINA / AUSTRALIA / AUSTRIA / BELGIUM / BRAZIL / CANADA / CHINA / CZECH / DENMARK / EUROPE / FINLAND / FRANCE / GERMANY / GREECE / HONG KONG / HUNGARY / IRELAND / ISRAEL / ITALY / JAPAN / KOREA / MALAYSIA / MEXICO / THE NETHERLANDS / NEW ZEALAND / NORWAY / PHILIPPINES / POLAND / PORTUGAL / RUSSIA / SAUDI ARABIA / SINGAPORE / SLOVAKIA / SOUTH AFRICA / SPAIN / SWEDEN / SWITZERLAND / TAIWAN / TURKEY / **U.S.A** / UNITED KINGDOM / VIETNAM
		Select the country where this machine is installed.	
	DATE&TIME	Setting	TIME: 00:00-23:59 (Default: **00:00**) DATE: '07/01/01-'32/12/31 (Default: **'07/01/01**) ZONE: GMT+12:00-GMT-12:00 (in 30-minute intervals) (Default: **GMT+00:00**)
		Use the keypad to specify the current date, time and time zone.	
	DATE FORMAT	Setting	**MM/DD/YY** / DD/MM/YY / YY/MM/DD
		Select the display format for reports and lists.	

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	PRESET ZOOM	Setting	**INCH** / **METRIC**
		Select the measurement units for the preset zoom ratios. The default setting is **INCH** for USA and Canada, and **METRIC** for other countries.	
	USER FAX NUMBER	Enter your fax number. A maximum of 20 characters (consisting of numbers, spaces, + and -) can be entered. The specified number is printed in the header of outgoing faxes. The default setting is blank.	
	USER NAME	Enter your name. A maximum of 32 characters can be entered. The specified name is printed in the header of outgoing faxes. The default setting is blank.	
AUTO REDIAL	NUMBER OF REDIAL	Setting	1 to 10 (Default: depends on PTT SETTING)
		Specify the number of times a redial is attempted if there is no answer, for example, when the line is busy.	
	INTERVAL	Setting	2 to 99 min (Default: depends on PTT SETTING)
		Specify the interval between redial attempts.	
SUPPLIES REPLACE	TRANSFER BELT	Replace the counter when the transfer belt unit is replaced with new one.	
	FUSER UNIT	Replace the counter when the fuser unit is replaced with new one.	
	TRANSFER ROLLER	Replace the counter when the transfer roller is replaced with new one.	

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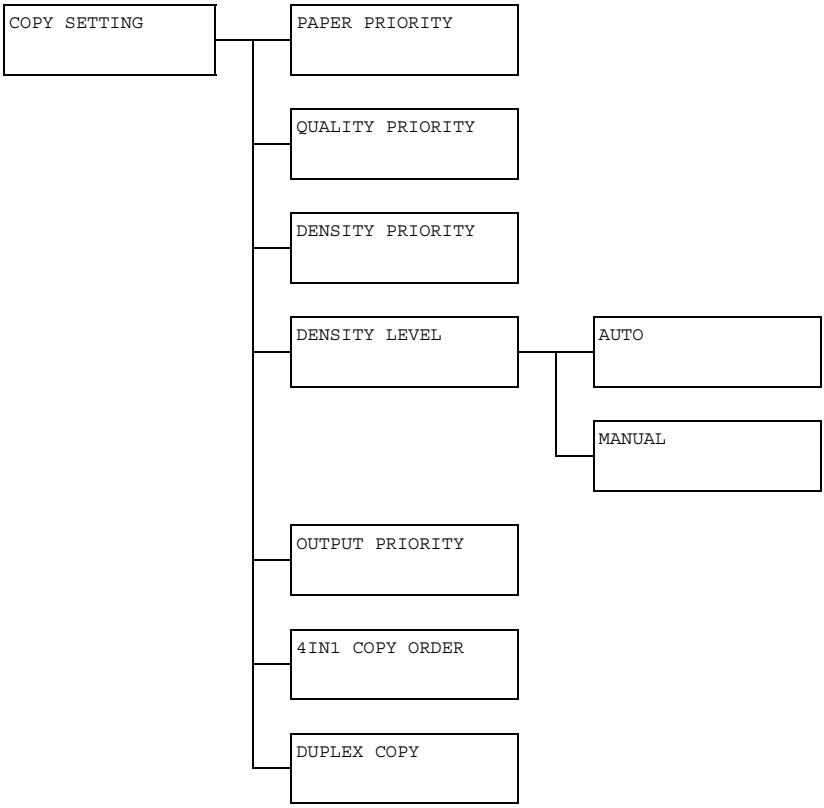
COPY SETTING Menu



Manufacturer's default settings appear in bold.

PAPER PRIORITY	Setting	TRAY1 / **TRAY2** / TRAY3
	Specify the paper tray that is normally used. *If an optional lower feeder unit is not installed, TRAY3 does not appear.*	
QUALITY PRIORITY	Setting	**MIX** , TEXT , PHOTO , FINE/MIX , FINE/TEXT , FINE/PHOTO
	Select the type of document being copied. If MIX or FINE/MIX is selected, select either AUTO ON or AUTO OFF for the auto segmentation (The density is darkened for text.).	

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DENSITY PRIORITY		Setting	**AUTO** / MANUAL
		Select the density that is normally used.	
DENSITY LEVEL	AUTO	Setting	(LIGHT) ◀□□■□□▶ (DARK)
		Adjust the density of the background color.	
	MANUAL	Setting	(LIGHT) ◀□□□□■□□□□▶ (DARK)
		Specify the default copy density.	
OUTPUT PRIORITY		Setting	**NON-SORT** / SORT
		Select whether or not to sort copies by sets.	
4IN1 COPY ORDER		Setting	**SIDEWISE** / DOWNWARD
		Select the arrangement of scanned documents with 4in1 copying.	
DUPLEX COPY		Setting	**OFF** / LONG EDGE / SHORT EDGE
		Select the default setting for duplex (double-sided) copying. If OFF is selected, duplex (double-sided) copying is not performed as a default. If LONG EDGE is selected, duplex (double-sided) copying is performed as a default, and the pages are fed out with the binding along the long side. If SHORT EDGE is selected, duplex (double-sided) copying is performed as a default, and the pages are fed out with the binding along the short side.	

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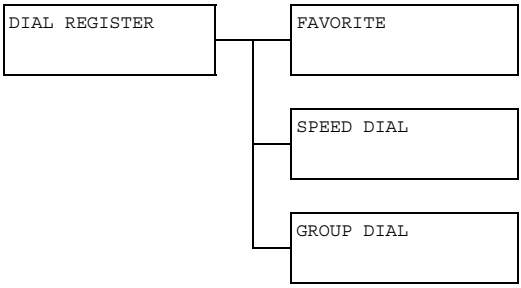
DIAL REGISTER Menu



FAVORITE	Register frequently used fax numbers and e-mail addresses in the favorite list. Instead of being entered manually, fax numbers and e-mail addresses can simply be recalled to ensure that destination information is registered correctly. A maximum of 20 destinations can be registered in the favorite list.
SPEED DIAL	Register frequently used fax numbers and e-mail addresses as speed dial destinations. Instead of being entered manually, fax numbers and e-mail addresses can simply be recalled to ensure that destination information is registered correctly. A maximum of 250 speed dial destinations can be registered. For details, refer to and “Registering Speed Dial Destinations (Direct Input)” on page 187 and “Registering Speed Dial Destinations (LDAP Search)” on page 188.
GROUP DIAL	Register frequently used broadcast destinations as a group dial destination. Multiple destinations can be recalled simply by selecting a registered group. A maximum of 50 destinations can be registered with one group dial destination. A maximum of 9 group dial destinations can be registered. For details, refer to “Registering Group Dial Destinations” on page 191.

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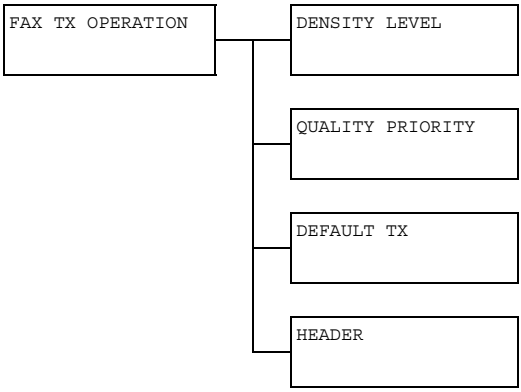
FAX TX OPERATION Menu.



Manufacturer's default settings appear in bold.

DENSITY LEVEL	Setting	(LIGHT) ◧◻■◻◨ (DARK)
	Specify the density for scanning a document.	
QUALITY PRIORITY	Setting	**STD/TEXT**, FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO, S-FINE/PHOTO
	Select the default scanning resolution (fax document quality). STD/TEXT: Select this setting for documents containing handwriting or for computer printouts. FINE/TEXT: Select this setting for documents containing small print. S-FINE/TEXT: Select this setting for documents containing small print, such as newspapers, and documents containing detailed illustrations. STD/PHOTO: Select this setting for photo documents containing regular photos. FINE/PHOTO: Select this setting for photo documents containing fine images. S-FINE/PHOTO: Select this setting for photo documents containing finer images.	

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DEFAULT TX	Setting	**MEMORY TX** / DIRECT TX
	Select the desired method for sending documents. MEMORY TX: With this method, the fax transmission starts after the entire document is scanned and stored in the memory. The total number of pages is automatically printed with the page number in the header. However, the memory may become full if there are many pages in the document or if the data is large due to the fine image quality (resolution). DIRECT TX: With this method, the transmission is performed in real time in the transmission sequence of the destinations. If there are many pages in the document, the fax can be sent with this method without the memory becoming full.	
HEADER	Setting	OFF / **ON**
	Select whether or not to print transmission source information (date/time of transmission, sender's name, sender's fax number, session number and page number) for the machine in the transmitted document. *If PTT SETTING in the USER SETTING menu is set to U.S.A, CANADA, or KOREA, this setting cannot be changed.*	

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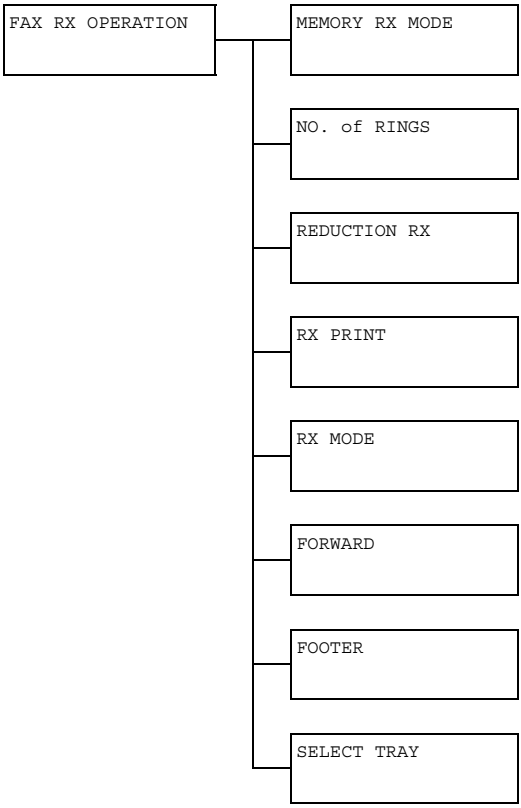
FAX RX OPERATION Menu.



Manufacturer's default settings appear in bold.

MEMORY RX MODE	Setting	**OFF** / ON
	Select whether to allow (ON) memory reception or not (OFF). Select ON not to print when receiving confidential faxes or when no one is around, for example, at night. The received documents can be stored in memory and printed at a specified time or when memory reception is turned off (this function is set to OFF). A password can be set to specify the starting time or ending time of memory reception, or to cancel the function. The set starting time and ending time are valid every day until memory reception is turned off.	

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No. of RINGS	Setting	1 to 16 (Default: depends on PTT SETTING)
	Enter the number of rings (between 1 and 16) until the machine automatically begins receiving the fax when an external telephone is connected.	
REDUCTION RX	Setting	OFF / **ON** / CUT
	Select whether documents longer than the current paper size are printed reduced, split, or discarded. ON: The document is printed at a reduced size. OFF: The document is printed at full size and split onto multiple pages. CUT: The document is printed, but any part that does not fit within the page is erased.	
RX PRINT	Setting	**MEMORY RX** / PRINT RX
	Select whether the fax is printed only after all document pages have been received or printing begins as soon as the first page of the document is received. MEMORY RX: Printing begins after all pages have been received. PRINT RX: Printing begins after the first page has been received.	
RX MODE	Setting	**AUTO RX** / MANUAL RX
	Select whether the reception mode is set to automatic reception or manual reception. AUTO RX: Automatically begins receiving the fax after the set number of rings. MANUAL RX: Does not automatically receive the fax. Reception begins after making a connection by picking up the telephone receiver or pressing the **Onhook** key, then pressing the **Start** key.	

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FORWARD	Setting	**OFF** / ON / ON(PRINT)
	Select whether or not to forward received fax documents. OFF: Select this setting to not forward the document. ON: Select this setting to forward the received fax document to the specified fax number or e-mail address. ON(PRINT): Select this setting to forward the received fax document to the specified fax number or e-mail address at the same time that the machine prints it.	
FOOTER	Setting	**OFF** / ON
	Select whether or not the reception information (date received, number of pages, etc.) is printed at the bottom of each received document.	
SELECT TRAY	Setting	TRAY1: DISABLE / **ENABLE** TRAY2: DISABLE / **ENABLE** TRAY3: DISABLE / **ENABLE**
	Select which paper tray can be used to supply paper when printing received documents or transmission reports. A paper tray that cannot be used for supplying paper can also be specified. *If an optional lower feeder unit is not installed,* TRAY3 *does not appear.*	

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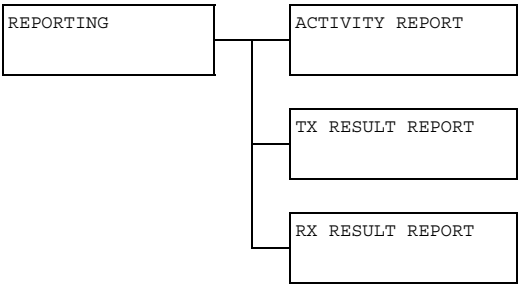
REPORTING Menu



Manufacturer's default settings appear in bold.

ACTIVITY REPORT	Setting	OFF / **ON**
	After every 60 transmissions/receptions, a report can be printed to show the results of the transmissions/ receptions. Select whether the report is printed automatically when the 60th transmission/reception is reached.	
TX RESULT REPORT	Setting	ON / **ON(ERROR)** / OFF
	Select whether the report showing the result of a transmission is printed automatically after the transmission is finished. ON: Prints the report after each transmission. ON(ERROR): Prints the report after a transmission only if an error occurred. OFF: Does not print the report after each transmission, even if an error has occurred. The transmission result report is normally printed after a broadcast transmission.	

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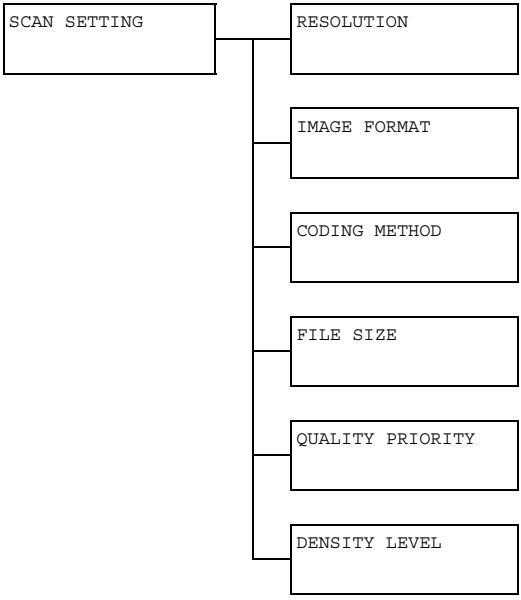
RX RESULT REPORT	Setting	ON / **ON(ERROR)** / OFF
	Select whether the report showing the result of a reception is printed automatically after the reception is finished. ON: Prints the report after each reception. ON(ERROR): Prints the report after a reception only if an error occurred. OFF: Does not print the report after each reception, even if an error has occurred.	

SCAN SETTING Menu



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Manufacturer's default settings appear in bold.

RESOLUTION	Setting	**150×150dpi** / 300×300dpi / 600×600dpi
	Select the default scanning resolution for scan to E-mail operations. *When using the ADF to scan in color or grayscale, 300×300dpi is automatically selected, even if the resolution was set to 600×600dpi.*	
IMAGE FORMAT	Setting	TIFF / **PDF** / JPEG
	Select the default format for saving files with scan to E-mail operations. *PDF data can be opened in Adobe Acrobat Reader.* *TIFF files of images that have been scanned with the Color or Gray setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.*	
CODING METHOD	Setting	**MH** / MR / MMR
	Select the default compression method for scan to E-mail operations. The compression ratio for these methods increases in the following order: MH > MR > MMR. *These settings are available only if BW Only was selected for the color setting during the e-mail transmission.*	

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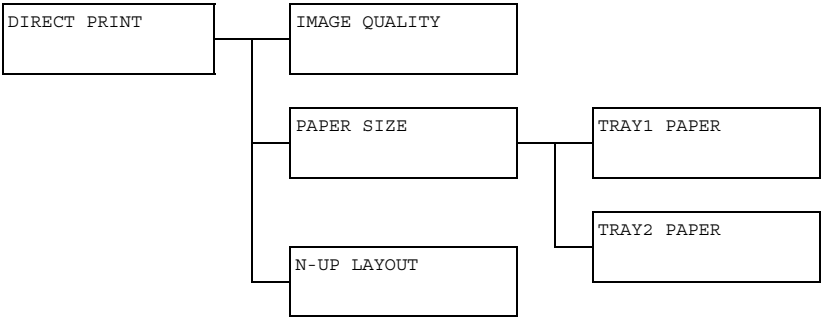
FILE SIZE	Setting	**NO SPLIT** / SPLIT
	Select whether or not to limit the size for scan data sent as e-mail attachments. If SPLIT is selected, specify the maximum size between 1 and 10 Mb. If the data to be sent exceeds the maximum size allowed, the data is divided and sent as multiple attached files. *In order to receive multiple file attachments, an e-mail application compatible with divided transmissions is required.*	
QUALITY PRIORITY	Setting	**MIX** / TEXT / PHOTO
	Select the scan data quality that is used as a default.	
DENSITY LEVEL	Setting	(LIGHT) ◀□□□■□□□▶ (DARK)
	Select the scan data density that is used as a default.	

DIRECT PRINT Menu

This menu item appears when UTILITY/ADMIN. MANAGEMENT/ CAMERA DIRECT is set to ENABLE.



Manufacturer's default settings appear in bold.

IMAGE QUALITY	Setting	**NORMAL** / FINE
	Select the image quality used with camera direct printing.	

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PAPER SIZE	TRAY1 PAPER	Media type	**PLAIN PAPER** / THICK PAPER / THICK PAPER2 / LABELS / POST-CARD / GLOSSY / GLOSSY2
		Paper size	When a setting other than POST-CARD is selected: **LETTER** / **A4** / A5 / STATEMENT / B5 When POSTCARD is selected: **LETTER** / **A4** / A5 / STATEMENT / B5 / J-POSTCARD 100×148 When GLOSSY or GLOSSY2 is selected: **LETTER** / **A4** / A5 / STATEMENT / B5 / PHOTO SIZE 4X6 / PHOTO SIZE 10X15 / LTR 2UP SPL / A4 4UP SPL / A4 2UP SPL
		Select the media type and paper size when using Tray 1 with camera direct printing. When a media type is selected, a screen appears, showing the available media sizes. The available media sizes differ depending on the selected media type. The default paper size is **LETTER** for 120 V models and **A4** for 220 V models.	
	TRAY2 PAPER	Paper size	**LETTER** / **A4**
		Select the paper size when using Tray 2 with camera direct printing. Only plain paper can be loaded into Tray 2. The default paper size is **LETTER** for 120 V models and **A4** for 220 V models.	
N-UP LAYOUT	Setting		**1** / 2 / 3 / 4 / 6 / 8
	Select the number of images that will be printed on a single page with camera direct printing.		

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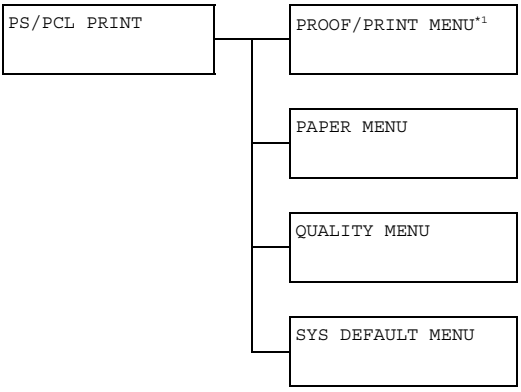
PS/PCL PRINT Menu

To display the PS/PCL PRINT menu, select `PS/PCL PRINT` in the main screen (Copy mode), and then press the **Select** key. From this menu, jobs stored on the machine's hard disk (optional) can be printed or deleted, and various PS/PCL printing settings can be changed.

The PS/PCL PRINT menu is structured as shown below.

*To return to the previous screen in the PS/PCL PRINT menu, press the **Back** key. (If the **Back** key is pressed while settings are being specified, those settings are not saved.)*

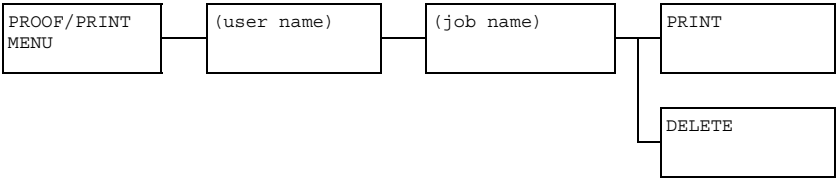


1 This menu item appears only if an optional hard disk kit is installed.

PROOF/PRINT MENU

From this menu, jobs stored on the machine's hard disk (optional) can be printed or deleted.

This menu item appears only if an optional lower feeder unit is installed.



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If no jobs have been stored on the hard disk, the message NO STORED JOB *appears when* PROOF/PRINT MENU *is selected.*

PRINT	Follow the procedure described below to print the selected job. 1. If a password has been specified for the selected job, type in the password, and then press the **Select** key. 2. Specify the number of copies (1 to 9999), and then press the **Select** key. 3. To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.
DELETE	Follow the procedure described below to delete the selected job. 1. If a password has been specified for the selected job, type in the password, and then press the **Select** key. 2. Select YES, and then press the **Select** key.

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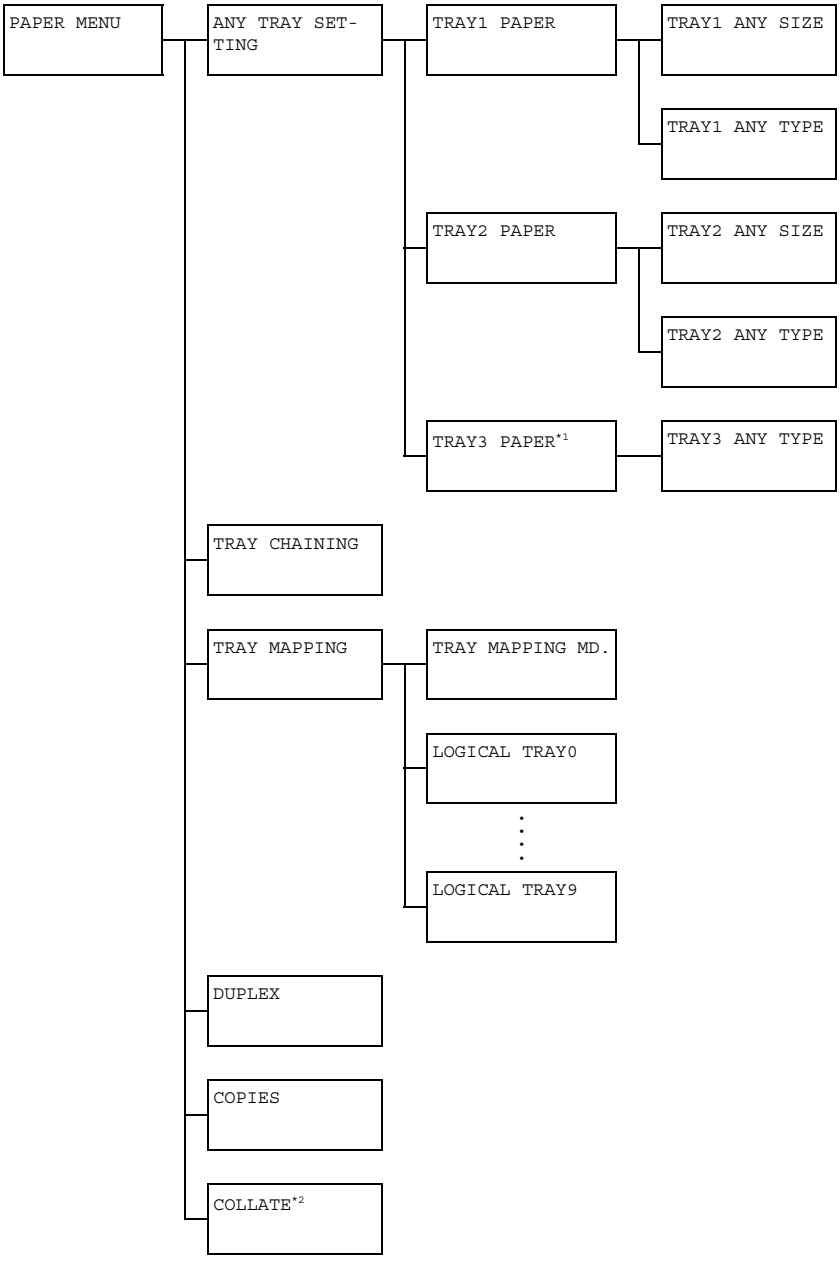
PAPER MENU



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1 This menu item appears only if an optional lower feeder unit is installed.
2 This menu item appears only if an optional hard disk kit or a CompactFlash card of 1GB or more is installed.

Manufacturer's default settings appear in bold.

ANY TRAY SETTING	TRAY1 PAPER	TRAY1 ANY SIZE	Setting	ON / **OFF**
			Select whether or not the Any Paper Size setting is selected for Tray 1.	
		TRAY1 ANY TYPE	Setting	ON / **OFF**
			Select whether or not the Any Media Type setting is selected for Tray 1.	
	TRAY2 PAPER	TRAY2 ANY SIZE	Setting	ON / **OFF**
			Select whether or not the Any Paper Size setting is selected for Tray 2.	
		TRAY2 ANY TYPE	Setting	ON / **OFF**
			Select whether or not the Any Media Type setting is selected for Tray 2.	
	TRAY3 PAPER	TRAY3 ANY TYPE	Setting	ON / **OFF**
			Select whether or not the Any Media Type setting is selected for Tray 3.	
TRAY CHAINING			Setting	**ON** / OFF
			If ON is selected and the specified tray runs out of paper during printing, a tray loaded with paper of the same size is automatically selected so printing can continue. If OFF is selected and the specified tray runs out of paper, printing stops.	

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TRAY MAPPING	TRAY MAPPING MD.	Setting	ON / **OFF**
		Select whether or not the Tray Mapping function is used.	
	LOGICAL TRAY 0-9	Setting	**PHYSICAL TRAY1** / **PHYSICAL TRAY2** / PHYSICAL TRAY3
		Select the tray that is used for printing when a print job is received from another manufacturer's printer driver. The default settings are **PHYSICAL TRAY1** for LOGICAL TRAY1 and **PHYSICAL TRAY2** for other trays. *PHYSICAL TRAY3 appears only if an optional lower feeder unit is installed.*	
DUPLEX		Setting	**OFF** / LONG EDGE / SHORT EDGE
		If LONG EDGE is selected, the pages will be printed on both sides of the paper for long-edge binding. If SHORT EDGE is selected, the pages will be printed on both sides of the paper for short-edge binding. The setting specified in the printer driver will override this menu setting.	
COPIES		Setting	1 to 9999 (Default: **1**)
		Specify the number of copies to be printed. The setting specified in the printer driver will override this menu setting.	
COLLATE		Setting	ON / **OFF**
		Select whether or not to enable collated (sort) printing. The setting specified in the printer driver will override this menu setting.	

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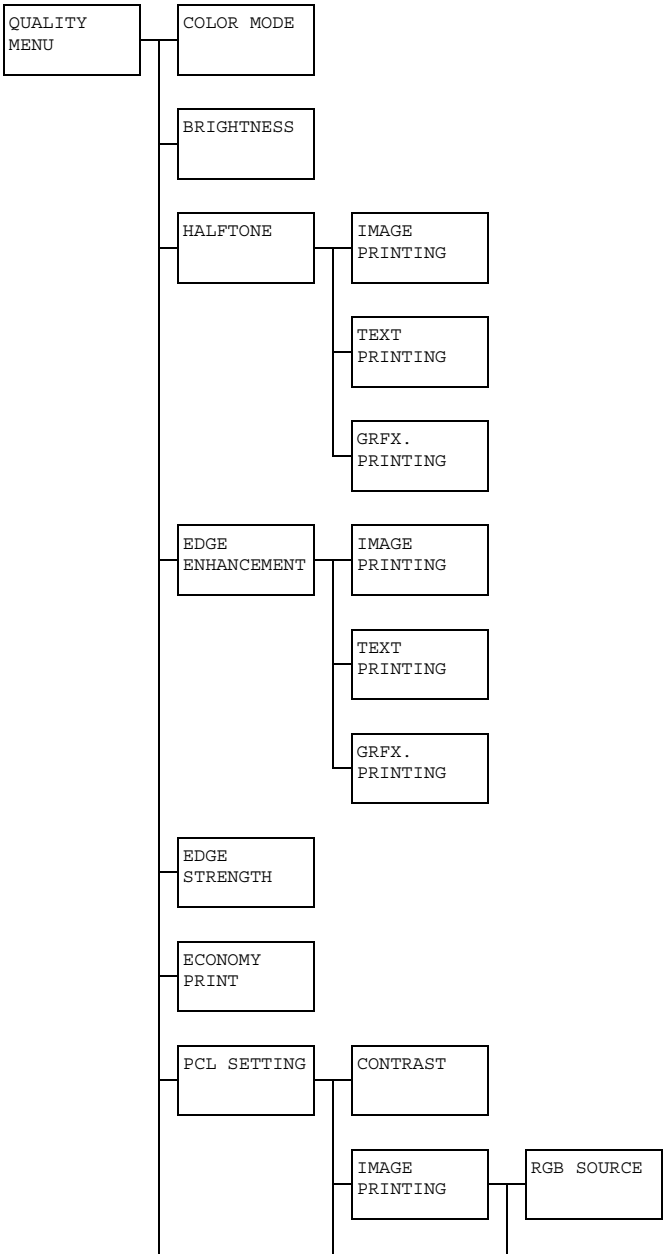
QUALITY MENU



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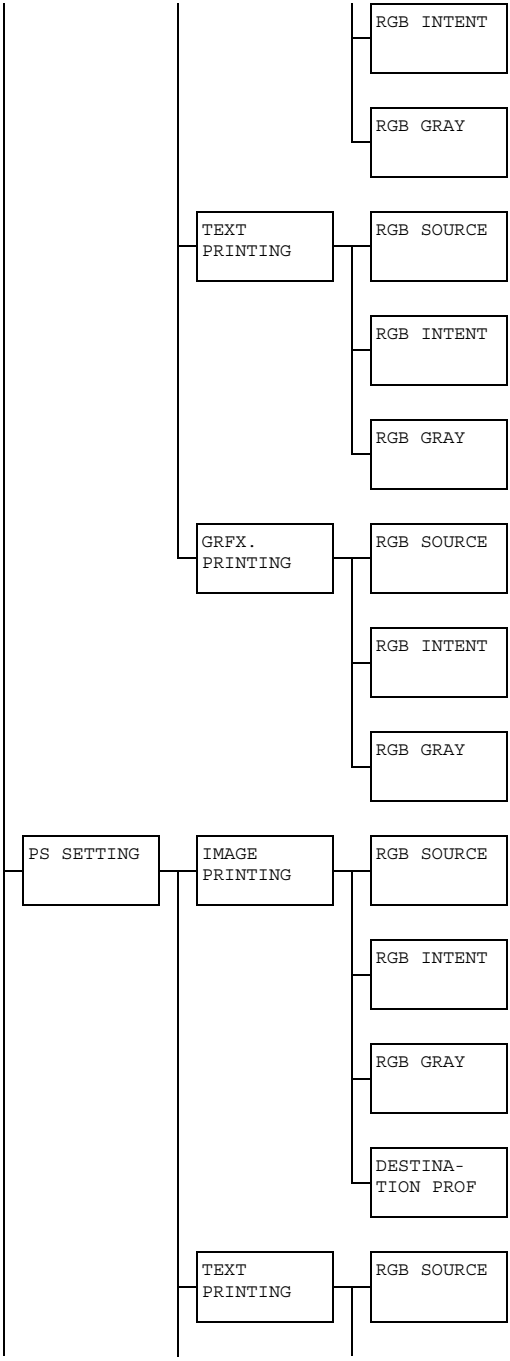

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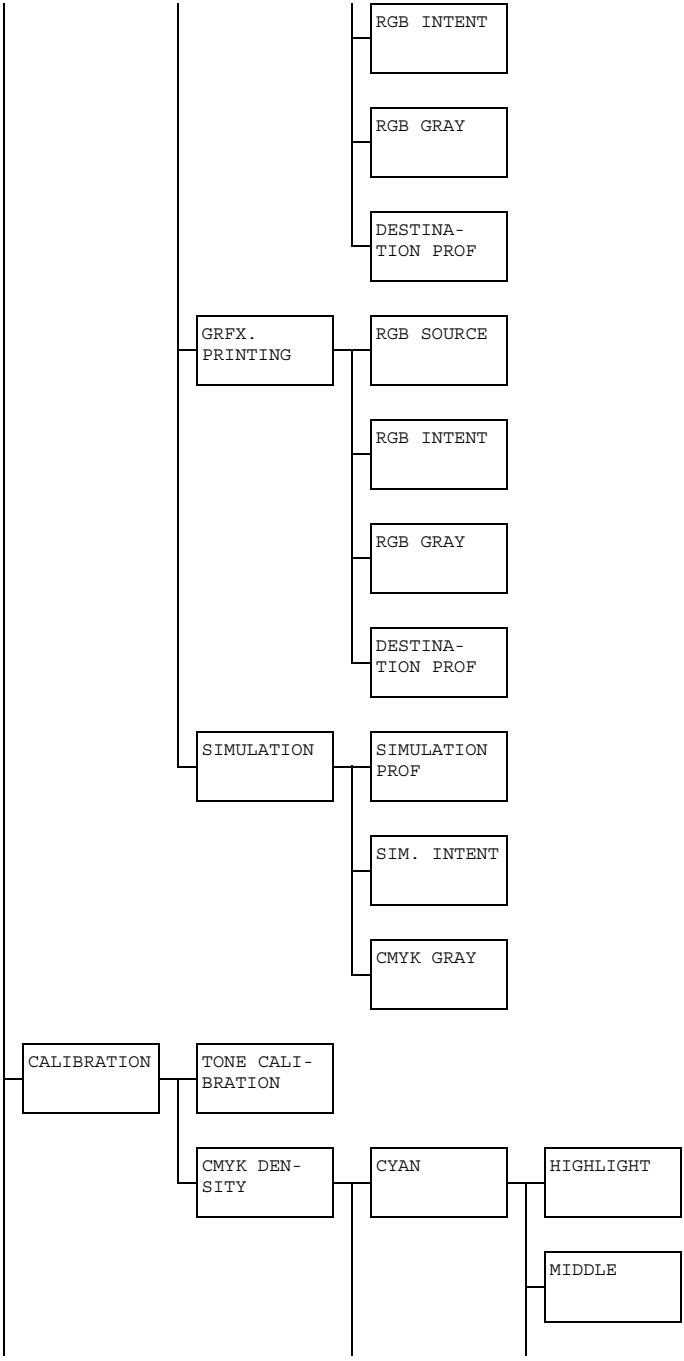

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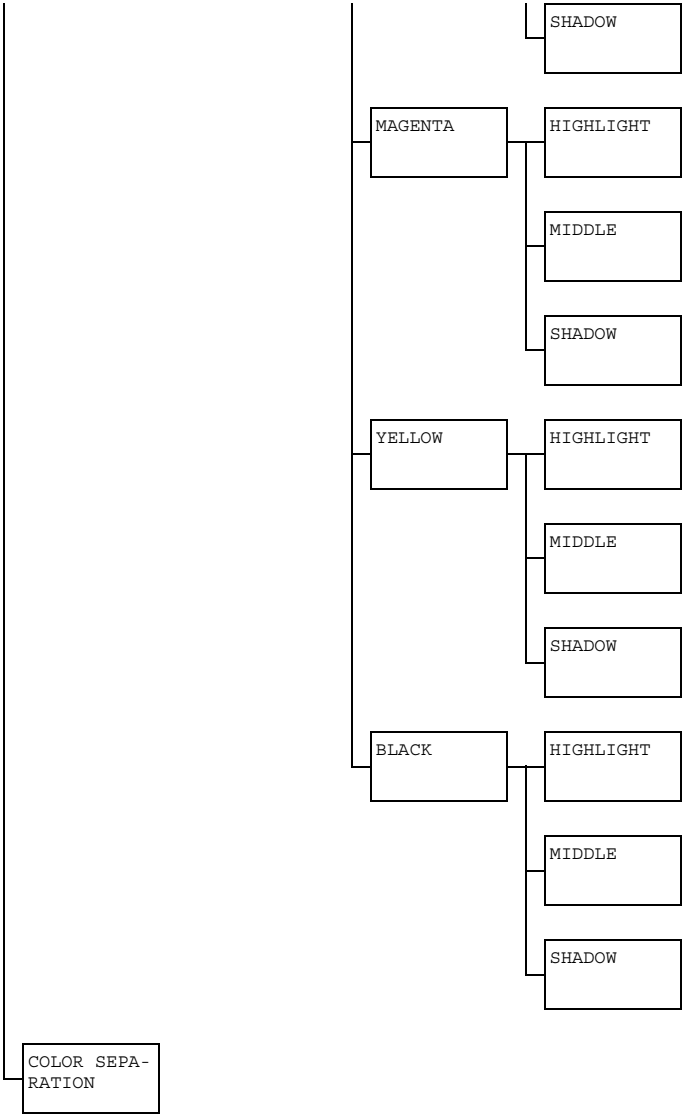

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Manufacturer's default settings appear in bold.

COLOR MODE	Setting	**COLOR**/GRAYSCALE	
	If COLOR is selected, the pages are printed in full color. If GRAYSCALE is selected, the pages are printed in black and white.		
BRIGHT-NESS	Setting	+15%/+10%/+5%/**0%**/-5%/-10%/-15%	
	The brightness of the printed image can be adjusted.		
HALFTONE	IMAGE PRINTING	Setting	LINE ART/**DETAIL**/SMOOTH
		Select how halftones in images are reproduced. If LINE ART is selected, halftones are reproduced with high precision. If DETAIL is selected, halftones are reproduced with detail. If SMOOTH is selected, halftones are reproduced with smoothness.	

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	TEXT PRINTING	Setting	**LINE ART**/DETAIL/ SMOOTH
		Select how halftones in text are reproduced. If LINE ART is selected, halftones are reproduced with high precision. If DETAIL is selected, halftones are reproduced with detail. If SMOOTH is selected, halftones are reproduced with smoothness.	
	GRFX. PRINTING	Setting	LINE ART/**DETAIL**/ SMOOTH
		Select how halftones in graphics are reproduced. If LINE ART is selected, halftones are reproduced with high precision. If DETAIL is selected, halftones are reproduced with detail. If SMOOTH is selected, halftones are reproduced with smoothness.	
EDGE ENHANCE-MENT	IMAGE PRINTING	Setting	ON/**OFF**
		Select whether image edges are emphasized. If ON is selected, the edges are emphasized. If OFF is selected, the edges are not emphasized. *If ECONOMY PRINT is set to ON, the edges cannot be emphasized.*	

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<table>
<tr><td rowspan="4"></td><td rowspan="2">TEXT PRINTING</td><td>Setting</td><td>ON/OFF</td></tr>
<tr><td colspan="2">Select whether text edges are emphasized.

If ON is selected, the edges are emphasized.

If OFF is selected, the edges are not emphasized.</td></tr>
<tr><td>GRFX. PRINTING</td><td>Setting</td><td>ON/OFF</td></tr>
<tr><td colspan="2">Select whether graphic edges are emphasized.

If ON is selected, the edges are emphasized.

If OFF is selected, the edges are not emphasized.

If ECONOMY PRINT is set to ON, the edges cannot be emphasized.</td></tr>
<tr><td rowspan="2">EDGE STRENGTH</td><td>Setting</td><td colspan="2">OFF/LOW/MIDDLE/HIGH</td></tr>
<tr><td colspan="3">Select the desired amount that edges are emphasized.

If OFF is selected, the edges are not emphasized.

If LOW is selected, the edges are slightly emphasized.

If MIDDLE is selected, the edges are emphasized by an average amount.

If HIGH is selected, the edges are highly emphasized.

If OFF is selected, the edges are not emphasized, even if an EDGE ENHANCEMENT menu item is set to ON.</td></tr>
</table>

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ECONOMY PRINT	Setting	ON/**OFF**		
	Select whether to print graphics with a reduced density by reducing the amount of toner that is used. If ON is selected, the amount of toner used is reduced when printing. If OFF is selected, the amount of toner used is not reduced when printing. *If ON is selected, the edges are not emphasized, even if IMAGE PRINTING and GRFX. PRINTING of the EDGE ENHANCEMENT menu item are set to ON.*			
PCL SETTING	CONTRAST	Setting	+15%/+10%/+5%/**0%**/-5%/-10%/-15%	
		The contrast of the image can be adjusted.		
	IMAGE PRINTING	RGB SOURCE	Setting	DEVICE COLOR/**sRGB**
			Specify the color space for RGB image data. If DEVICE COLOR is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as RGB SOURCE.	
		RGB INTENT	Setting	VIVID/**PHOTOGRAPHIC**
			Specify the characteristic applied when converting RGB image data to CMYK data. If VIVID is selected, a vivid output is produced. If PHOTOGRAPHIC is selected, a brighter output is produced.	

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		RGB GRAY	Setting	COMPOSITE BLACK/**BLACK AND GRAY**/ BLACK ONLY
			Specify how black and grays are reproduced in RGB image data. If COMPOSITE BLACK is selected, black is reproduced using the CMYK colors. If BLACK AND GRAY is selected, black and gray are reproduced using black only. If BLACK ONLY is selected, black is reproduced using only black.	
	TEXT PRINTING	RGB SOURCE	Setting	DEVICE COLOR/ **sRGB**
			Specify the color space for RGB text data. If DEVICE COLOR is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as RGB SOURCE.	

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		RGB INTENT	Setting	**VIVID**/ PHOTOGRAPHIC
			Specify the characteristic applied when converting RGB text data to CMYK data. If VIVID is selected, a vivid output is produced. If PHOTOGRAPHIC is selected, a brighter output is produced.	
		RGB GRAY	Setting	COMPOSITE BLACK/**BLACK AND GRAY**/ BLACK ONLY
			Specify how black and grays are reproduced in RGB text data. If COMPOSITE BLACK is selected, black is reproduced using the CMYK colors. If BLACK AND GRAY is selected, black and gray are reproduced using black only. If BLACK ONLY is selected, black is reproduced using only black.	
	GRFX. PRINTING	RGB SOURCE	Setting	DEVICE COLOR/ **sRGB**
			Specify the color space for RGB graphics data. If DEVICE COLOR is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as RGB SOURCE.	

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		RGB INTENT	Setting	**VIVID**/ PHOTOGRAPHIC
			Specify the characteristic applied when converting RGB graphics data to CMYK data. If VIVID is selected, a vivid output is produced. If PHOTOGRAPHIC is selected, a brighter output is produced.	
		RGB GRAY	Setting	COMPOSITE BLACK/**BLACK AND GRAY**/ BLACK ONLY
			Specify how black and grays are reproduced in RGB graphics data. If COMPOSITE BLACK is selected, black is reproduced using the CMYK colors. If BLACK AND GRAY is selected, black and gray are reproduced using black only. If BLACK ONLY is selected, black is reproduced using only black.	

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PS SETTINGS	IMAGE PRINTING	RGB SOURCE	Setting	DEVICE COLOR/ **sRGB**/ AppleRGB/ AdobeRGB1998/ ColorMatchRGB/ BlueAdjustRGB
			Specify the color space for RGB image data. If DEVICE COLOR is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as RGB SOURCE.	
		RGB INTENT	Setting	VIVID/ **PHOTOGRAPHIC**/ RELATIVE COLOR/ ABSOLUTE COLOR
			Specify the characteristic applied when converting RGB image data to CMYK data. If VIVID is selected, a vivid output is produced. If PHOTOGRAPHIC is selected, a brighter output is produced. If RELATIVE COLOR is selected, relative color is applied to the RGB source profile. If ABSOLUTE COLOR is selected, absolute color is applied to the RGB source profile.	

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		RGB GRAY	Setting	COMPOSITE BLACK/**BLACK AND GRAY**/ BLACK ONLY
			Specify how black and grays are reproduced in RGB image data. If COMPOSITE BLACK is selected, black is reproduced using the CMYK colors. If BLACK AND GRAY is selected, black and gray are reproduced using black only. If BLACK ONLY is selected, black is reproduced using only black.	
		DESTI-NATION PROF	Setting	**AUTO**
			Specify the destination profile. If AUTO is selected, a destination profile that the machine automatically adapts is selected based on a combination of the specified color matching, halftones and other profiles. Destination profiles downloaded with the Download Manager or PageScope Web Connection are available as DESTINATION PROF.	

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	TEXT PRINTING	RGB SOURCE	Setting	DEVICE COLOR/ **sRGB**/ AppleRGB/ AdobeRGB1998/ ColorMatchRGB/ BlueAdjustRGB
			Specify the color space for RGB text data. If DEVICE COLOR is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as RGB SOURCE.	
		RGB INTENT	Setting	**VIVID**/ PHOTOGRAPHIC/ RELATIVE COLOR/ ABSOLUTE COLOR
			Specify the characteristic applied when converting RGB text data to CMYK data. If VIVID is selected, a vivid output is produced. If PHOTOGRAPHIC is selected, a brighter output is produced. If RELATIVE COLOR is selected, relative color is applied to the RGB source profile. If ABSOLUTE COLOR is selected, absolute color is applied to the RGB source profile.	

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		RGB GRAY	Setting	COMPOSITE BLACK/**BLACK AND GRAY**/ BLACK ONLY
			Specify how black and grays are reproduced in RGB text data. If COMPOSITE BLACK is selected, black is reproduced using the CMYK colors. If BLACK AND GRAY is selected, black and gray are reproduced using black only. If BLACK ONLY is selected, black is reproduced using only black.	
		DESTI-NATION PROF	Setting	**AUTO**
			Specify the destination profile. If AUTO is selected, a destination profile that the machine automatically adapts is selected based on a combination of the specified color matching, halftones and other profiles. Destination profiles downloaded with the Download Manager or PageScope Web Connection are available as DESTINATION PROF.	

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	GRFX. PRINTING	RGB SOURCE	Setting	DEVICE COLOR/ **sRGB**/ AppleRGB/ AdobeRGB1998/ ColorMatchRGB/ BlueAdjustRGB
			Specify the color space for RGB graphics data. If DEVICE COLOR is selected, no color space is specified. RGB source profiles downloaded with the Download Manager or PageScope Web Connection are available as RGB SOURCE.	
		RGB INTENT	Setting	**VIVID**/ PHOTOGRAPHIC/ RELATIVE COLOR/ ABSOLUTE COLOR
			Specify the characteristic applied when converting RGB graphics data to CMYK data. If VIVID is selected, a vivid output is produced. If PHOTOGRAPHIC is selected, a brighter output is produced. If RELATIVE COLOR is selected, relative color is applied to the RGB source profile. If ABSOLUTE COLOR is selected, absolute color is applied to the RGB source profile.	

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		RGB GRAY	Setting	COMPOSITE BLACK/**BLACK AND GRAY**/ BLACK ONLY
			Specify how black and grays are reproduced in RGB graphics data. If COMPOSITE BLACK is selected, black is reproduced using the CMYK colors. If BLACK AND GRAY is selected, black and gray are reproduced using black only. If BLACK ONLY is selected, black is reproduced using only black.	
		DESTI-NATION PROF	Setting	**AUTO**
			Specify the destination profile. If AUTO is selected, a destination profile that the machine automatically adapts is selected based on a combination of the specified color matching, halftones and other profiles. Destination profiles downloaded with the Download Manager or PageScope Web Connection are available as DESTINATION PROF.	

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	SIMULATION	SIMU-LATION PROF	Setting	**NONE**/SWOP/ Euroscale/ CommercialPress/TOYO/DIC
			Specify the simulation profile. If NONE is selected, no simulation profile is specified. Simulation profiles downloaded with the Download Manager or PageScope Web Connection are available as SIMULATION PROF.	
		SIM. INTENT	Setting	**RELATIVE COLOR**/ ABSOLUTE COLOR
			Specify the characteristic of the simulation profile. If RELATIVE COLOR is selected, relative color is applied to the simulation profile. If ABSOLUTE COLOR is selected, absolute color is applied to the simulation profile.	

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		CMYK GRAY	Setting	**COMPOSITE BLACK**/BLACK AND GRAY/ BLACK ONLY
			Specify how black and grays are reproduced using the four CMYK colors. If COMPOSITE BLACK is selected, black is reproduced using the CMYK colors. If BLACK AND GRAY is selected, black and gray are reproduced using black only. If BLACK ONLY is selected, black is reproduced using only black.	
CALIBRA-TION	TONE CALIBRATION	Setting	**ON**/OFF	
		If ON is selected, image adjustments are applied. If OFF is selected, image adjustments are not applied.		

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	CMYK DENSITY	CYAN/ MAGENTA/ YELLOW/ BLACK	HIGH-LIGHT	Setting	+3/+2/ +1/**0**/ -1/-2/ -3
				The density of the highlight color in images can be adjusted.	
			MIDDLE	Setting	+3/+2/ +1/**0**/ -1/-2/ -3
				The density of the middle color in images can be adjusted.	
			SHADOW	Setting	+3/+2/ +1/**0**/ -1/-2/ -3
				The density of the shadow color in images can be adjusted.	
COLOR SEPARA-TION	Setting	ON/**OFF**			
	If ON is selected, color separation are performed. The contents of a color page is separated into the color pages for yellow, magenta, cyan and black, and each is printed with black gradations as individual pages. The printing order is yellow, magenta, cyan, then black. If OFF is selected, color separation is not performed. A normal color separation is performed.				

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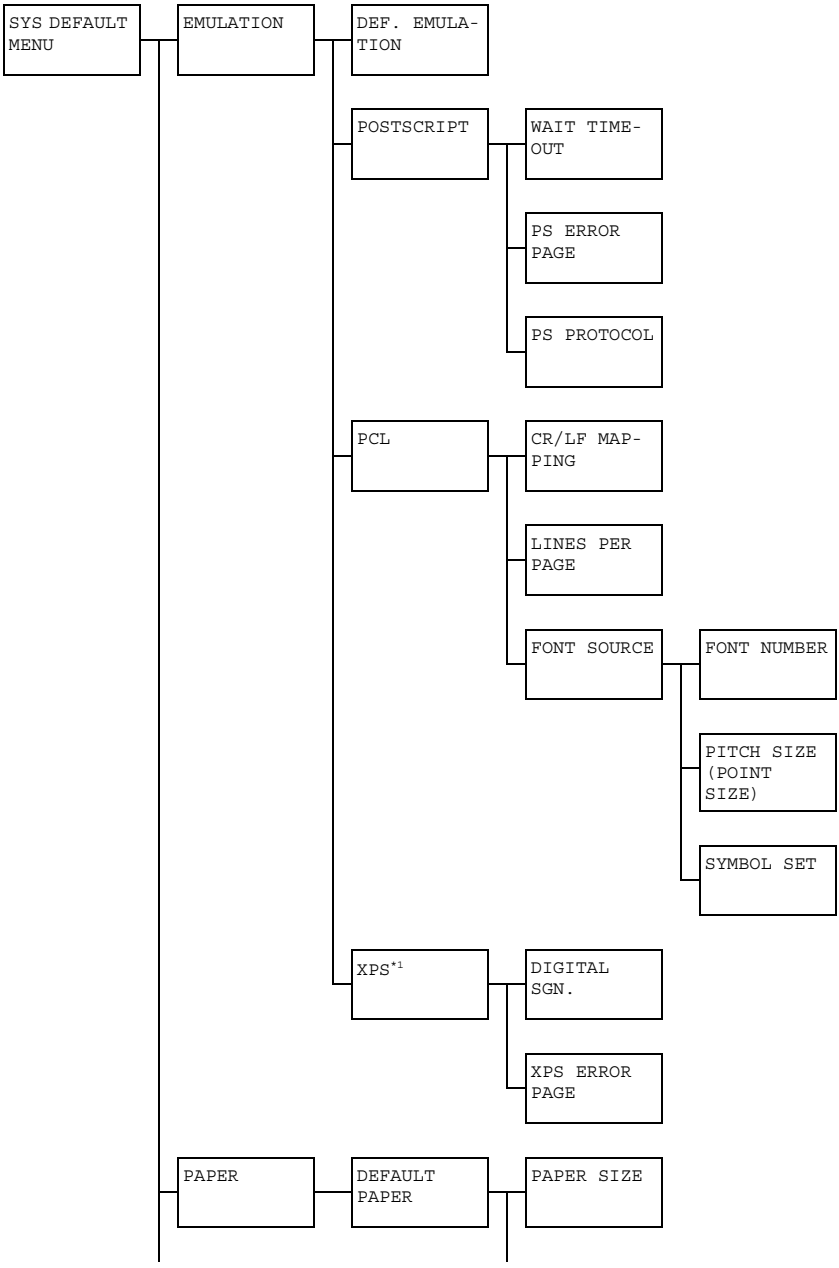
SYS DEFAULT MENU



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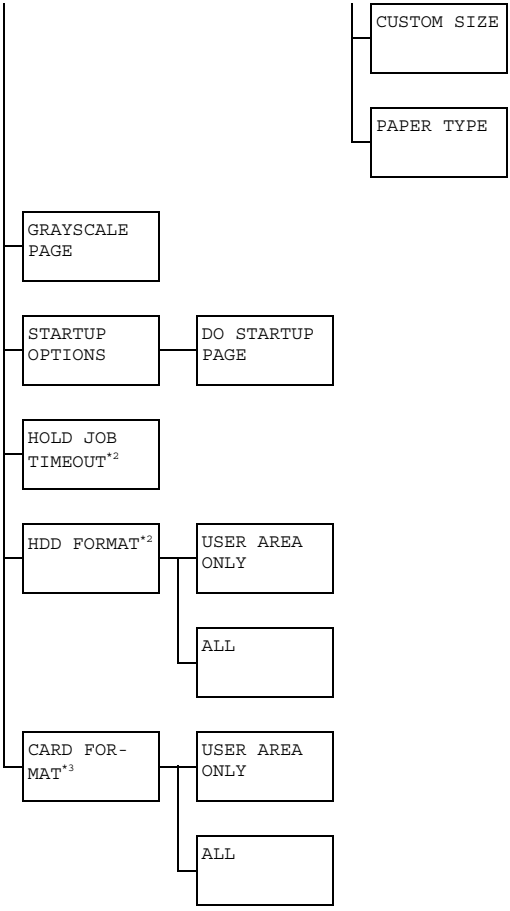

*1 This menu item appears only if an optional hard disk kit or a CompactFlash card is installed.

*2 This menu item appears only if an optional hard disk kit is installed.

*3 This menu item appears only if an optional CompactFlash card is installed.

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Manufacturer's default settings appear in bold.

EMULATION	DEF. EMULATION	Setting	**AUTO**/POSTSCRIPT/PCL	
		Specify the machine emulation language. If AUTO is selected, the machine automatically selects the machine emulation language from the data stream.		
	POSTSCRIPT	WAIT TIME OUT	Setting	**0** to 300 (Default: **0**)
			Specify the time until an error is determined to be a PostScript error. If 0 is selected, no timeout is performed.	
		PS ERROR PAGE	Setting	ON/**OFF**
			Select whether or not an error page is printed when a Postscript error occurs.	
		PS PROTOCOL	Setting	**AUTO**/NORMAL/BINARY
			Specify the protocol for data transmissions with a PostScript data stream. If AUTO is selected, the machine automatically selects an applicable protocol from the data stream.	

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	PCL	CR/LF MAP-PING	Setting	**CR=CR LF=LF**/CR=CRLF LF=LF/CR=CR LF=LFCR/CR=CRLF LF=LFCR	
			Select the definitions of the CR/LF codes in the PCL language.		
		LINES PER PAGE	Setting	5 to 128 (Default: **60**)	
			Specify the number of lines per page in the PCL language.		
		FONT SOURCE	FONT NUMBER	Setting	0 to 102 (Default: **0**)
				Specify the default font in the PCL language. The font numbers that appear correspond to the PCL font list. For details on printing the font list, refer to “REPORT” on page 29.	
			PITCH SIZE (POINT SIZE)	Setting	0.44 to 99.99 (Default: **10.00**) (4.00 to 999.75 (Default: **12.00**))
				Specify the font size in the PCL language. If the selected FONT NUMBER is for a bitmap font, PITCH SIZE appears. If the selected FONT NUMBER is for an outline font, POINT SIZE appears.	
			SYMBOL SET	Specify the symbol set used with the PCL language. The default setting is **PC8**.	

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	XPS	DIGITAL SGN.	Setting	ENABLE/**DISABLE**
			Select whether to enable or disable XPS digital signatures. If ENABLE is selected, XPS digital signatures are enabled. If DISABLE is selected, XPS digital signatures are disabled.	
		XPS ERROR PAGE	Setting	**ON**/OFF
			Select whether or not an error report is printed after an XPS error has occurred. If ON is selected, the error report is printed. If OFF is selected, the error report is not printed.	
PAPER	DEFAULT PAPER	PAPER SIZE	Setting	**LETTER**/LEGAL/EXECUTIVE/**A4**/A5/A6/B5(JIS)/B6(JIS)/GOVT LETTER/STATEMENT/FOLIO/SP FOLIO/UK QUARTO/FOOLSCAP/GOVT LEGAL/16K/PHOTO 4×6/KAI 16/KAI 32/ENV C6/ENV DL/ENV MONARCH/ENV CHOU#3/ENV CHOU#4/B5(ISO)/ENV #10/JPOST 100x148/JPOST-D 148x200/CUSTOM
			Select the size of media that is normally used. *The default setting is **LETTER** for USA and Canada, and **A4** for other countries.* *Depending on the setting selected for UTILITY / ADMIN. MANAGEMENT / USER SETTING / PRESET ZOOM, PHOTO 4×6 may change to PHOTO 10×15.*	

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<table>
<tr><td></td><td></td><td>CUSTOM SIZE</td><td colspan="2">Specify the media size when PAPER SIZE is set to CUSTOM The Setting range for WIDTH is 3.63 to 8.50 inches (92 to 216 mm).

The default setting is 8.50 inches (216 mm) for USA and Canada, and 8.26 inches (210 mm) for other countries.

The Setting range for LENGTH is 5.83 to 14.00 inches (148 to 356 mm).

The default setting is 11.00 inches (279 mm) for USA and Canada, and 11.69 inches (297 mm) for other countries.</td></tr>
<tr><td></td><td></td><td rowspan="2">PAPER TYPE</td><td>Setting</td><td>PLAIN PAPER/ RECYCLED/THICK 1/ THICK 2/LABEL/ TRANSPARENCY/ ENVELOPE/POSTCARD/ LETTERHEAD/GLOSSY 1/ GLOSSY 2</td></tr>
<tr><td></td><td></td><td colspan="2">Select the type of media that is normally used.</td></tr>
<tr><td rowspan="2">GRAY-SCALE PAGE</td><td>Setting</td><td colspan="3">AUTO/GRAYSCALE PRINT/COLOR PRINT</td></tr>
<tr><td colspan="4">Specify the operation to be performed for black-and-white pages in a job specified for color printing.

If AUTO is selected, printing is automatically performed according to the first page of the job.

If GRAYSCALE PRINT is selected, black-and-white printing is automatically performed depending on each page.

If COLOR PRINT is selected, color printing is performed, even for a black-and-white page.</td></tr>
<tr><td rowspan="2">STARTUP OPTIONS</td><td rowspan="2">DO START-UP PAGE</td><td>Setting</td><td colspan="2">ON/OFF</td></tr>
<tr><td colspan="3">Select whether or not a startup page is printed when the machine is turned on.</td></tr>
</table>

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HOLD JOB TIME OUT	Setting	**DISABLE**/1 hour/4 hours/1 day/1 week
	Specify the length of time until print jobs saved on the hard disk are deleted. If DISABLE is selected, print jobs are not deleted at a specific time.	
HDD FORMAT	USER AREA ONLY	Initialize the user area of the hard disk. When this menu item is selected, the machine is automatically restarted.
	ALL	Initialize the hard disk. When this menu item is selected, the machine is automatically restarted.
CARD FORMAT	USER AREA ONLY	Initialize the user area of the compactflash card. When this menu item is selected, the machine is automatically restarted.
	ALL	Initialize the compactflash card. When this menu item is selected, the machine is automatically restarted.

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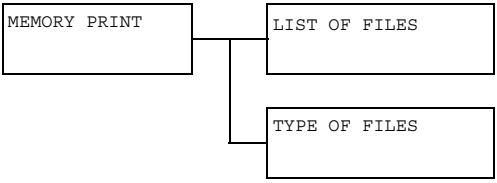
MEMORY PRINT Menu

To display the MEMORY PRINT menu, select MEMORY PRINT in the main screen (Copy mode), and then press the **Select** key. From this menu, memory direct printing operations can be performed, and various memory direct printing settings can be specified.

The MEMORY PRINT menu is structured as shown below.

This menu item appears only if an optional hard disk kit or a CompactFlash card is installed. In addition this menu item does not appear if public user access has not been permitted through authentication settings. For details on the authentication settings, refer to the Reference Guide on the Documentation CD/DVD.



Manufacturer's default settings appear in bold

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<table>
<tr><td rowspan="4">LIST OF FILES</td><td colspan="3">Select the file that you wish to output, and then press the Select key.
If the file to be printed is in a folder, select the folder, and then press the Select key.</td></tr>
<tr><td rowspan="2">PAPER SELECT</td><td>Setting</td><td>LETTER/LEGAL/EXECUTIVE/A4/A5/A6/B5(JIS)/B6(JIS)/GOVT LETTER/STATEMENT/FOLIO/SP FOLIO/UK QUARTO/FOOLSCAP/GOVT LEGAL/16K/PHOTO 4×6/KAI 16/KAI 32/ENV C6/ENV DL/ENV MONARCH/ENV CHOU#3/ENV CHOU#4/B5(ISO)/ENV #10/JPOST 100×148/JPOST-D 148×200/CUSTOM</td></tr>
<tr><td colspan="2">Change the size of the paper.
 The default setting is LETTER for USA and Canada, and A4 for other countries.
 Depending on the setting selected for UTILITY / ADMIN. MANAGEMENT / USER SETTING / PRESET ZOOM, PHOTO 4×6 may change to PHOTO 10×15.
 This menu item does not appear if the selected file is PDF and XPS file.</td></tr>
<tr><td rowspan="2">SIMPLEX/DUPLEX</td><td>Setting</td><td>1-SIDE/2-SIDE</td></tr>
<tr><td colspan="2">If 2-SIDE is selected, you can get duplex printing.
If LONG EDGE is selected, the page will be printed on both sides of the paper for long edge binding.
If SHORT EDGE is selected, the page will be printed on both sides of the paper for short edge binding.
If OFF is selected, duplex printing is not performed.</td></tr>
</table>

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LIST OF FILES	COPY QUANTITY	Setting	**1** to 9999 (Default: **1**)
		Specify the number of copies to be printed (between 1 and 9999). *This menu item does not appear if the selected file is XPS file.*	
	COPY FINISHING	Setting	**NON-SORT**/SORT
		Select whether to collate the copies. If NON-SORT is selected, collated printing is not performed. If SORT is selected, collated printing is performed. *This menu item appears only if the optional hard disk kit or a CompactFlash card of 1GB or more is installed.*	
TYPE OF FILES	Setting	PDF,XPS,JPEG,TIFF/**PDF,XPS**	
	Select the type of files to be displayed.		

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3 Media Handling

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Print Media

Specifications

Media	Media Size		Tray*	Duplex	Copy	Print	FAX
	Inch	Millimeter					
A4	8.2 x 11.7	210.0 x 297.0	1/2/3	Yes	Yes	Yes	Yes
B5 (JIS)	7.2 x 10.1	182.0 x 257.0	1/2/3	Yes	Yes	Yes	No
A5	5.9 x 8.3	148.0 x 210.0	1/2	No	Yes	Yes	No
Legal	8.5 x 14.0	215.9 x 355.6	1/3	Yes	Yes	Yes	Yes
Letter	8.5 x 11.0	215.9 x 279.4	1/2/3	Yes	Yes	Yes	Yes
Statement	5.5 x 8.5	139.7 x 215.9	1/2	No	Yes	Yes	No
Executive	7.25 x 10.5	184.2 x 266.7	1/2/3	Yes	Yes	Yes	No
Folio	8.25 x 13.0	210.0 x 330.0	1	Yes	Yes	Yes	No
Letter Plus	8.5 x 12.69	215.9 x 322.3	1	Yes	No	Yes	No
UK Quarto	8.0 x 10.0	203.2 x 254.0	1/2	No	No	Yes	No
Foolscap	8.0 x 13.0	203.2 x 330.2	1	Yes	No	Yes	No
Government Legal	8.5 x 13.0	215.9 x 330.2	1/3	Yes	Yes	Yes	No
Kai 16	7.3 x 10.2	185.0 x 260.0	1/2	Yes	No	Yes	No
Kai 32	5.1 x 7.3	130.0 x 185.0	1/2	No	No	Yes	No
Government letter	8.0 x 10.5	203.2 x 266.7	1/2	Yes	Yes	Yes	No
16 K	7.7 x 10.6	195.0 x 270.0	1/2	Yes	No	Yes	No
Oficio**	8.5 x 13.5	215.9 x 342.9	1	Yes	Yes	Yes	Yes
Photo size 4x6"	4.0 x 6.0	101.6 x 152.4	1/2	No	No	Yes	No
Photo size 10x15	3.9 x 5.9	100.0 x 150.0	1/2	No	No	Yes	No
J-Postcard	3.9 x 5.8	100.0 x 148.0	1	No	Yes	Yes	No
Double Postcard	5.8 x 7.9	148.0 x 200.0	1	No	Yes	Yes	No
B5 (ISO)	6.9 x 9.8	176.0 x 250.0	1	Yes	No	No	No
Envelope Com10	4.125 x 9.5	104.8 x 241.3	1	No	Yes	Yes	No
Envelope DL	8.7 x 4.3	220.0 x 110.0	1	No	Yes	Yes	No
Envelope Monarch	7.5 x 3.875	190.5 x 98.4	1	No	Yes	Yes	No
Envelope C6	6.4 x 4.5	162.0 x 114.0	1	No	Yes	Yes	No
Envelope Chou #3	4.7 x 9.2	120.0 x 235.0	1	No	Yes	Yes	No
Envelope You #6	7.5 x 3.875	190.5 x 98.4	1	Yes	No	No	No
Custom, Minimum	3.6 x 5.9	92.0 x 148.0	1/2	Yes	Yes	Yes	No
Custom, Maximum	8.5 x 14.0	216.0 x 356.0	1/2***	Yes	Yes	Yes	No
Thick Stock—Only supported for letter, A4, and smaller media.							
Notes: *Tray 1 = Multipurpose Tray 2/3 = Plain paper only **Oficio = Mexico only ***Tray 2 = 216.0 x 297.0							

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Types

Before purchasing a large quantity of special media, do a trial print with the same media and check the print quality.

Keep media on a flat, level surface in its original wrapper until it is time to load it. For a list of approved media, refer to http://printer.konicaminolta.com.

Plain Paper (Recycled Paper)

Capacity	**Tray 1**	Up to 100 sheets, depending on the media weight
	Tray 2	Up to 250 sheets, depending on the media weight
	Tray 3	Up to 500 sheets, depending on the media weight
Orientation	**Tray 1**	Face down
	Tray 2/3	Face up
Driver Media Type	Plain Paper (Recycled)	
Weight	60 to 90 g/m² (16 to 24 lb bond)	
Duplexing	Refer to “Specifications” on page 106.	

Use plain paper that is

- Suitable for plain paper printers and copiers, such as standard or recycled office paper.

Note

Do not use the media types listed below. These could cause poor print quality, media misfeeds, or damage to the machine.

DO NOT use media that is

- Coated with a processed surface (such as carbon paper and colored paper that has been treated)
- Carbon backed
- Unapproved iron-on transfer media (such as heat-sensitive paper, heat-pressure paper, and heat-press transfer paper)
- Cold-water-transfer paper
- Pressure sensitive

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- Designed specifically for inkjet printers (such as superfine paper, glossy film, and postcards)
- Already been printed on by another printer, copier, or fax machine
- Dusty
- Wet (or damp)

  Keep media between 15% and 85% relative humidity. Toner does not adhere well to moist or wet media.
- Layered
- Adhesive
- Folded, creased, curled, embossed, warped, or wrinkled
- Perforated, three-hole punched, or torn
- Too slick, too coarse, or too textured
- Different in texture (roughness) on the front and back
- Too thin or too thick
- Stuck together with static electricity
- Composed of foil or gilt; too luminous
- Heat sensitive or cannot withstand the fusing temperature (180°C [356°F])
- Irregularly shaped (not rectangular or not cut at right angles)
- Attached with glue, tape, paper clips, staples, ribbons, hooks, or buttons
- Acidic
- Any other media that is not approved

Thick Stock

Paper thicker than 90 g/m^2 (24 lb bond) is referred to as thick stock. Test all thick stock to ensure acceptable performance and to ensure that the image does not shift.

You can print continuously with thick stock. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	**Tray 1**	Up to 20 sheets, depending on their thickness
	Tray 2/3	Not supported
Orientation	Face down	

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Driver Media Type	Thick Stock 1 Thick Stock 2
Weight	91 to 210 g/m² (25 to 55.9 lb bond)
Duplexing	Not supported

DO NOT use thick stock that is

- Mixed with any other media in the trays (as this will cause media misfeeding)

Envelope

Print on the front (address) side only. Some parts of the envelope consist of three layers of paper—the front, back, and flap. Anything printed in these layered regions may be lost or faded.

You can print continuously with envelope. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	**Tray 1**	Up to 10 sheets, depending on their thickness
	Tray 2/3	Not supported
Orientation	Face down	
Driver Media Type	Envelope	
Weight	91 to 163 g/m^2 (25 to 43 lb bond)	
Duplexing	Not supported	

Use envelopes that are

- Common office envelopes approved for laser printing with diagonal joints, sharp folds and edges, and ordinary gummed flaps

  Because the envelopes pass through heated rollers, the gummed area on the flaps may seal. Using envelopes with emulsion-based glue avoids this problem.

- Approved for laser printing
- Dry

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DO NOT use envelopes that have

- Sticky flaps
- Tape seals, metal clasps, paper clips, fasteners, or peel-off strips for sealing
- Transparent windows
- Too rough of a surface
- Material that will melt, vaporize, offset, discolor, or emit dangerous fumes
- Been presealed

Label

A sheet of labels consists of a face sheet (the printing surface), adhesive, and a carrier sheet:

- The face sheet must follow the plain paper specification.
- The face sheet surface must cover the entire carrier sheet, and no adhesive should come through on the surface.

You can print continuously with label sheets. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement. Check your application documentation for more information on printing labels.

Capacity	**Tray 1**	Up to 20 sheets, depending on their thickness
	Tray 2/3	Not supported
Orientation	Face down	
Driver Media Type	Labels	
Weight	60 to 163 g/m^2 (16 to 43 lb bond)	
Duplexing	Not supported	

Use label sheets that are

- Recommended for laser printing

DO NOT use label sheets that

- Have labels that easily peel off or have parts of the label already removed
- Have backing sheets that have peeled away or have exposed adhesive

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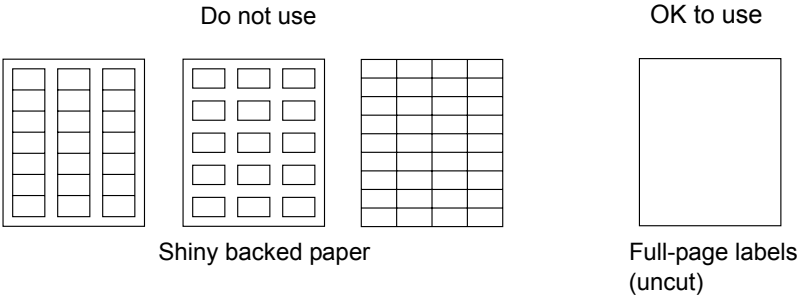
Labels may stick to the fuser, causing them to peel off and media misfeeds to occur.

- Are precut or perforated



Letterhead

You can print continuously with letterhead. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement.

Capacity	**Tray 1**	Up to 20 sheets, depending on their size and thickness
	Tray 2/3	Not supported
Orientation	Face down	
Driver Media Type	Letterhead	
Weight	60 to 90 g/m^2 (16 to 24 lb bond)	
Duplexing	Refer to “Specifications” on page 106.	

Postcard

You can print continuously with postcard. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement.

Capacity	**Tray 1**	Up to 20 sheets, depending on their thickness
	Tray 2/3	Not supported

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Orientation	Face down
Driver Media Type	Postcard
Weight	60 to 163 g/m^2 (16 to 43 lb bond)
Duplexing	Not supported

Use postcards that are

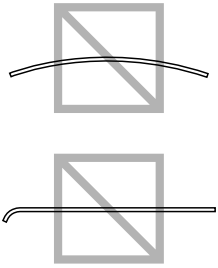
- Approved for laser printing

DO NOT use postcards that are

- Coated
- Designed for inkjet printers
- Precut or perforated
- Preprinted or multicolored

If the postcard is warped, press on the warped area before putting it in the tray.

- Folded or wrinkled



Transparency

Do not fan transparencies before loading them. Resulting static electricity may cause printing errors.

If you touch the face of the transparencies with your bare hands, print quality may be affected.

Keep the media path clean. Transparencies are especially sensitive to a dirty media path. If there are shadows on either the top or the bottom of the sheets, see chapter 10, “Maintenance”.

Remove transparencies as soon as possible from the output tray to avoid static buildup.

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You can print continuously with transparencies. However, this could affect the media feed, depending on the media quality, static buildup, and printing environment.

Try printing your data on a sheet of plain paper first to check placement.

If you have problems feeding 20 sheets, try loading only 1–10 sheets at a time. Loading a large number of transparencies at one time may cause static buildup, causing feeding problems.

Capacity	**Tray 1**	Up to 20 sheets, depending on their thickness
	Tray 2/3	Not supported
Orientation	Face down	
Driver Media Type	Transparency	
Duplexing	Not supported	

Always first test a small quantity of a particular type of transparency.

Use transparencies that are

- Approved for laser printing

DO NOT use transparencies that

- Have static electricity that will cause them to stick together
- Are specified for inkjet printers only

Glossy Media

Test all glossy media to ensure acceptable performance and to ensure that the image does not shift.

You can print continuously with glossy media. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	**Tray 1**	Up to 20 sheets, depending on their thickness
	Tray 2/3	Not supported
Orientation	Face down	

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Driver Media Type	Glossy 1 Glossy 2
Duplexing	Not supported

DO NOT use glossy media that is

- Mixed with any other media in the trays (as this will cause media misfeeding)
- Specified for inkjet printers only

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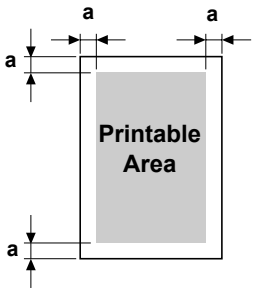
Guaranteed Imageable (Printable) Area

The printable area on all media sizes is up to 4 mm (0.157") from the edges of the media.

Each media size has a specific imageable area, the maximum area on which the machine can print clearly and without distortion.



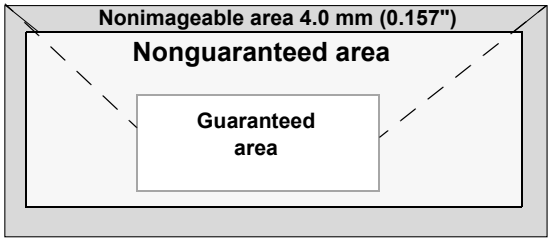
a=4.0 mm (0.157")

This area is subject to both hardware limits (the physical media size and the margins required by the machine) and software constraints (the amount of memory available for the full-page frame buffer). The guaranteed imageable (printable) area for all media sizes is the page size minus 4.0 mm (0.157") from all edges of the media.

Imageable Area—Envelopes

Envelopes have a nonguaranteed imageable area that varies with envelope type.

The envelope print orientation is determined by your application.



With the Envelope DL size (long edge feeding), the nonimageable areas on the left and right sides are 6 mm.

Page Margins

Margins are set through your application. Some applications allow you to set custom page sizes and margins while others have only standard page sizes and margins from which to choose. If you choose a standard format, you may lose part of your image (due to imageable area constraints). If you can custom-size your page in your application, use those sizes given for the imageable area for optimum results.

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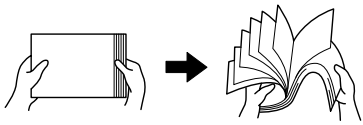
Loading Media

How do I load media?

Take off the top and bottom sheets of a ream of paper. Holding a stack of approximately 100 sheets at a time, fan the stack to prevent static buildup before inserting it in a tray.



Do not fan transparencies.

Note

Although this machine was designed for printing on a wide range of media types, it is not intended to print exclusively on a single media type except plain paper. Continuous printing on media other than plain paper (such as envelopes, labels, thick stock, or transparencies) may adversely affect print quality or reduce engine life.

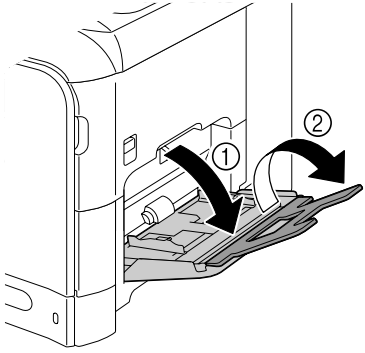
When refilling media, first remove any media remaining in the tray. Stack it with the new media, even the edges, then reload it.

Tray 1 (Manual Feed Tray)

For details on the types and sizes of media that can be printed from Tray 1, refer to “Specifications” on page 106.

Loading Plain Paper

1 Open Tray 1.



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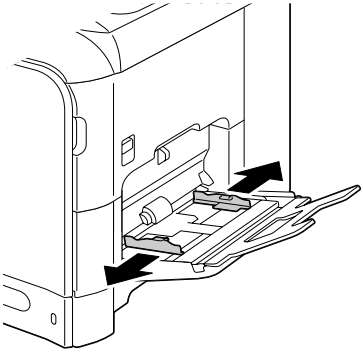
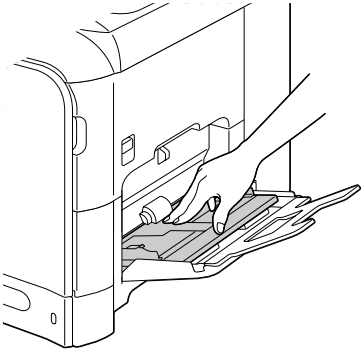
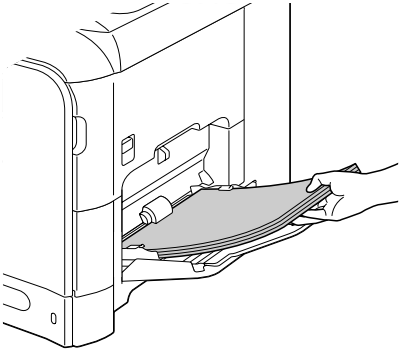
2 Slide the media guides to provide more space between them.



3 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.



4 Load the paper face down in the tray.



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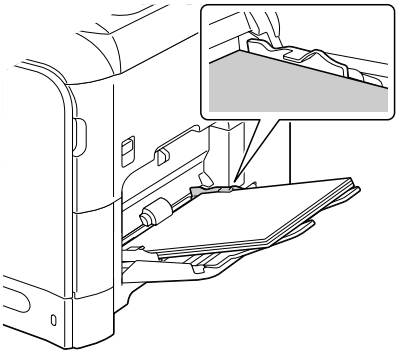
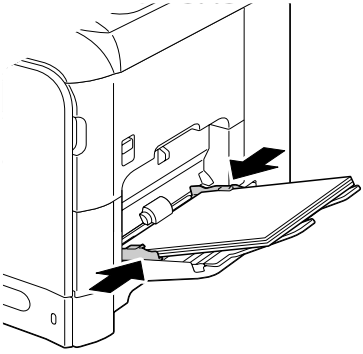
Do not load so much paper that the top of the stack is higher than the maximum limit guide. Up to 100 sheets (80 g/m^2 [22 lb]) of plain paper can be loaded into the tray at one time.



5 Slide the media guides against the edges of the paper.



6 Select `PAPER SETUP/TRAY1 PAPER` in the `UTILITY` menu, and then select the settings for the size and type of paper that is loaded. See also “Specifications” on page 106.

Other Media

When loading media other than plain paper, set the media mode (Envelope, Label, Letterhead, Thick 1, Thick 2, Glossy 1, Glossy 2, or Transparency) in the driver for optimum print quality.

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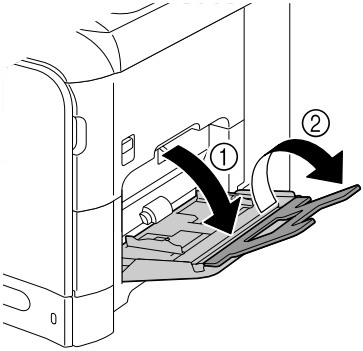
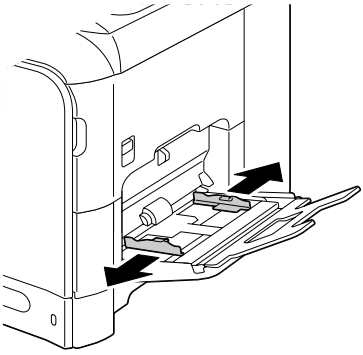
Loading Envelopes

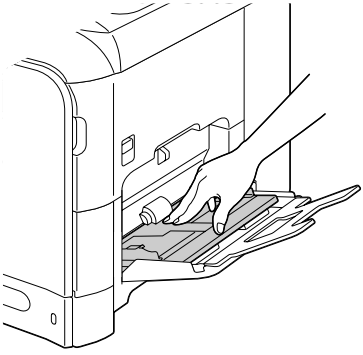
1 Open Tray 1.



2 Slide the media guides to provide more space between them.



3 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.



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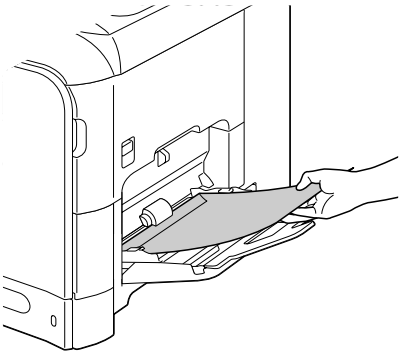
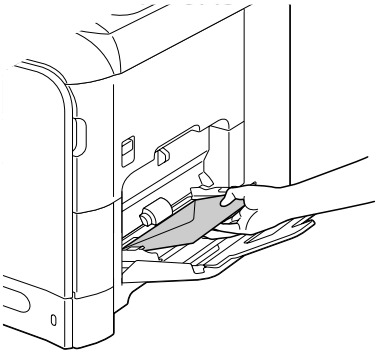
4 Load the envelopes flap side up in the tray.

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed; otherwise the envelopes may become wrinkled or a media misfeed may occur.

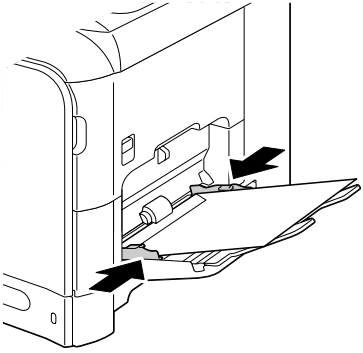


Up to 10 envelopes can be loaded into the tray at one time.

For envelopes with the flap along the long edge (Envelope Chou #3, Envelope C6, Envelope Monarch and Envelope DL), load the envelopes with the flap side inserted first.



5 Slide the media guides against the edges of the envelopes.



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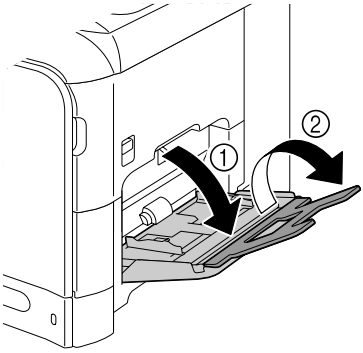
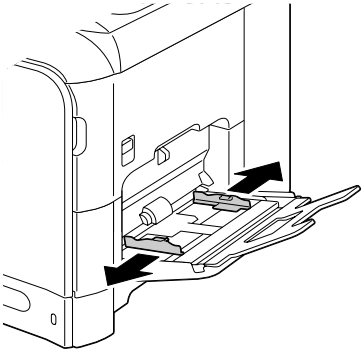
6 Select PAPER SETUP/TRAY1 PAPER in the UTILITY menu, and then select the settings for the size and type of media that is loaded. See also “Specifications” on page 106.

Loading Label Sheets/Letterheads/Postcards/Thick Stock/ Glossy Media and Transparencies

1 Open Tray 1.



2 Slide the media guides to provide more space between them.



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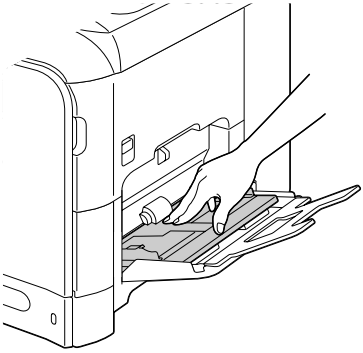
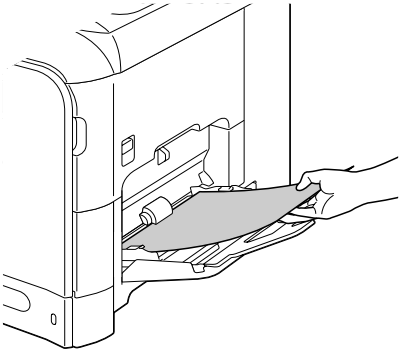
3 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.

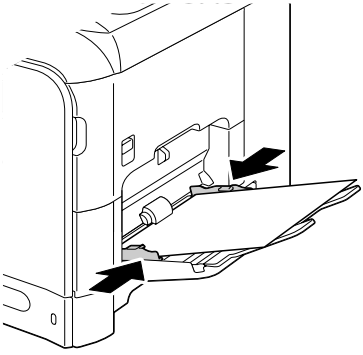


4 Load the media face down in the tray.

Up to 20 sheets can be loaded into the tray at one time.



5 Slide the media guides against the edges of the media.



6 Select `PAPER SETUP/TRAY1 PAPER` in the `UTILITY` menu, and then select the settings for the size and type of media that is loaded. See also “Specifications” on page 106.

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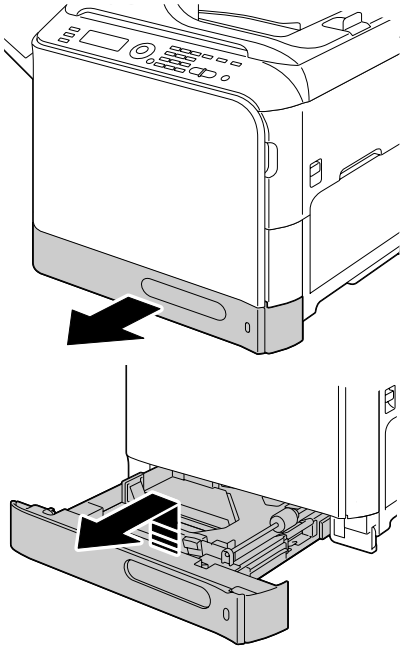
Tray 2

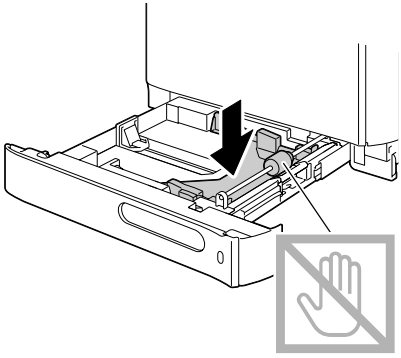
Only plain paper can be loaded in Tray 2.

Loading Plain Paper

1 Pull out Tray 2.



2 Press down the media pressure plate to lock it into place.



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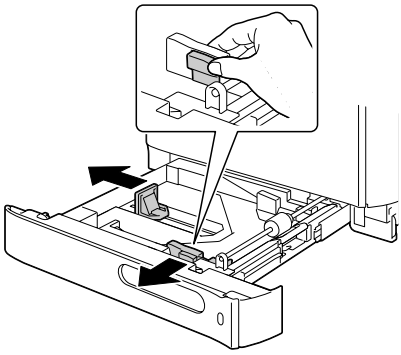
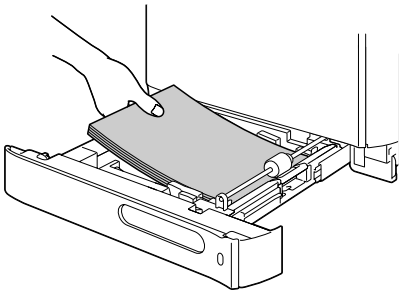
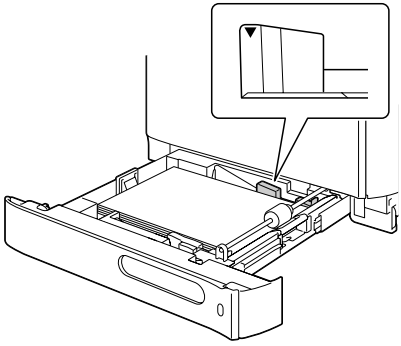
3 Slide the media guides to provide more space between them.



4 Load the paper face up in the tray.



Do not load above the ▼ mark. Up to 250 sheets (80 g/m^2 [22 lb]) of plain paper can be loaded into the tray at one time.



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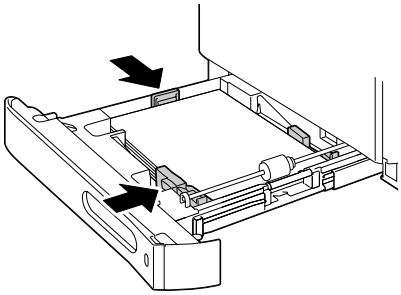
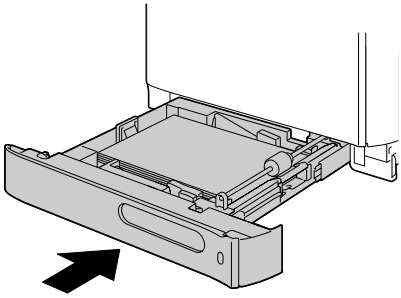
5 Slide the media guides against the edges of the paper.



6 Close Tray 2.



7 Select `PAPER SETUP/TRAY2 PAPER` in the `UTILITY` menu, and then select the settings for the size of paper that is loaded. See also “Specifications” on page 106.

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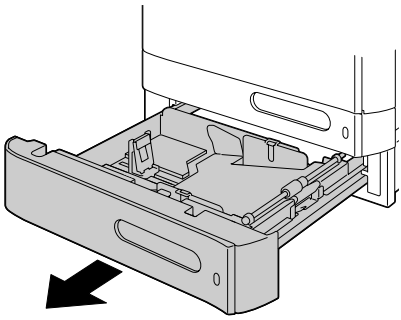
Tray 3 (Optional Lower Feeder Unit)

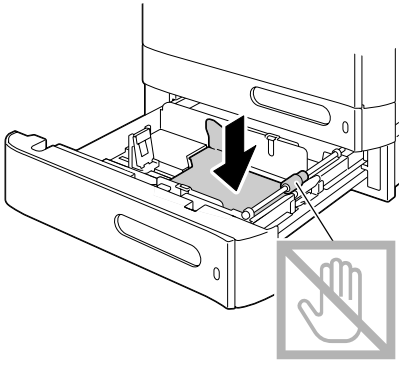
Only plain paper can be loaded in Tray 3.

Loading Plain Paper

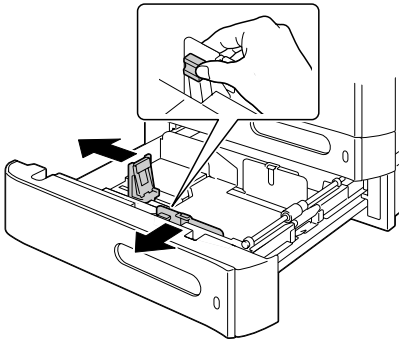
1 Pull out Tray 3.



2 Press down the media pressure plate to lock it into place.



3 Slide the media guides to provide more space between them.



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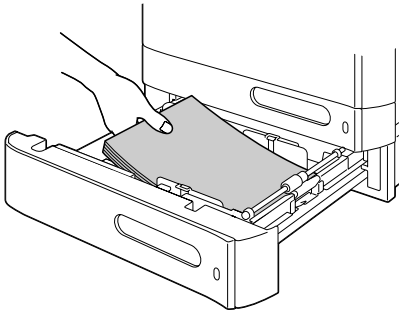
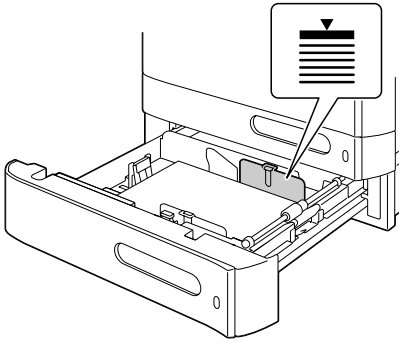
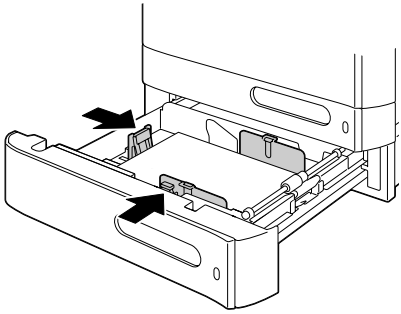
4 Load the paper face up in the tray.



Do not load above the ▼ mark. Up to 500 sheets (80 g/m^2 [22 lb]) of plain paper can be loaded into the tray at one time.



5 Slide the media guides against the edges of the paper.



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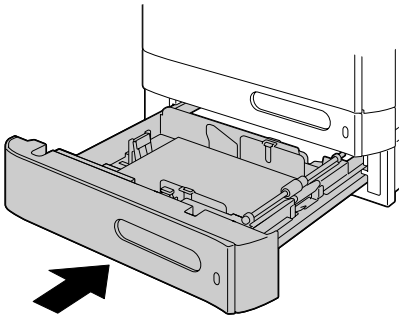
6 Close Tray 3.



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About Duplex Printing

Duplex (double-sided) printing can be done with this printer, which has the duplex unit built in as a standard. If the paper has low opacity (high translucency), then the printed data from one side of the page will show through to the other side. Check your application for margin information. For best results, print a small quantity to make sure the opacity is acceptable.

Note

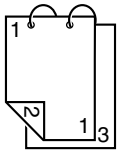
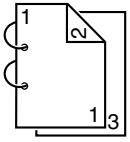
Only plain paper, 60–90 g/m^2 (16–24 lb bond) can be autoduplexed. See "Specifications" on page 106.

Duplexing envelopes, labels, letterheads, postcards, thick stock, glossy media or transparencies is not supported.

How do I autoduplex?

Check your application to determine how to set your margins for duplex (double-sided) printing.

The following Binding Position settings are available.

	If "Short Edge (Top)" is selected, the pages will be laid out to flip at the top.
	If "Long Edge (Left)" is selected, the pages will be laid out to flip at the side.

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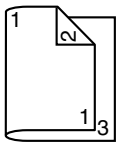
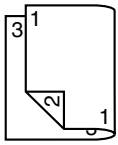
In addition, if “Combination” has been set to “Booklet”, autoduplex printing is performed.

The following Order settings are available when “Booklet” is selected.

	If “Left Binding” is selected, the pages can be folded as a left-bound booklet.
	If “Right Binding” is selected, the pages can be folded as a right-bound booklet.

1 Load plain paper into the tray.

2 From the printer driver, specify duplex (double-sided) printing (Layout tab in Windows).

3 Click **OK**.

With autoduplexing, the back side is printed first, and then the front side is printed.

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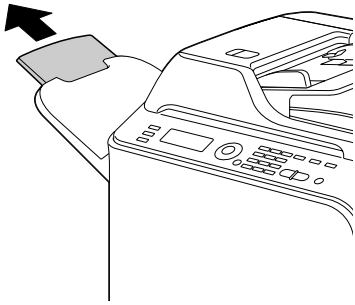
Output Tray

All media is fed out facing down into the output tray on the left side of the machine. This tray has a capacity of approximately 250 sheets (A4/Letter) of 80 g/m^2 paper.

If the media is stacked too high in the output tray, your machine may experience media misfeeds, excessive media curl, or static buildup.

Remove transparencies as soon as possible from the output tray to avoid static buildup

The output tray can be pulled out to be extended. Adjust the output tray according to the size of paper to be printed on.



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Media Storage

- Keep media on a flat, level surface in its original wrapper until it is time to load it.

  Media that has been stored for a long time out of its packaging may dry up too much and cause misfeeding.

- If media has been removed from its wrapper, place it in its original packaging and store in a cool, dark place on a level surface.
- Avoid moisture, excessive humidity, direct sunlight, excessive heat (above 35°C [95°F]), and dust
- Avoid leaning against other objects or placing it in an upright position.

Before using stored media, do a trial print and check print quality.

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Original Media

Specifications

Documents that can be placed on the original glass

The following types of documents can be placed on the original glass.

Document type	Sheets or books
Maximum document size	Legal
Maximum weight	3 kg (6.6 lb)

Observe the following precautions when placing a document on the original glass.

- Do not place objects weighing more than 3 kg (6.6 lb) on the original glass; otherwise the glass may be damaged.
- Do not press down extremely hard on a book spread on the original glass; otherwise the original glass may be damaged.

Documents that can be loaded into the ADF

The following types of documents can be loaded into the ADF.

Document media type / Weight	Plain paper / 50 to 128 g/m² (13 to 34 lb)
Maximum document size	Legal
Media capacity	50 sheets (media weight: 80 g/m^2)

Do not load the following types of documents into the ADF.

- Documents containing pages of different sizes
- Wrinkled, folded, curled, or torn documents
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Coated documents such as carbon-backed paper
- Documents printed on paper thicker than 128 g/m² (34 lb)
- Documents with pages bound together with paper clips or staples
- Documents that are bound in a book or booklet
- Documents with pages bound together with glue

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- Documents with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Documents with binder holes

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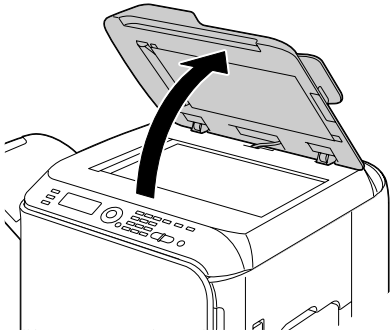
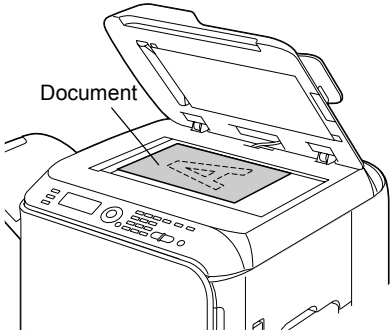
Loading a Document to be Copied

Placing a document on the original glass

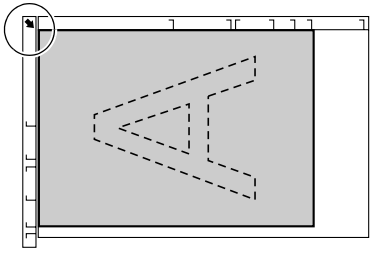
1 Lift to open the ADF cover.



2 Position the document on the original glass.



Align the document with the arrow on the left side toward the rear of the machine.



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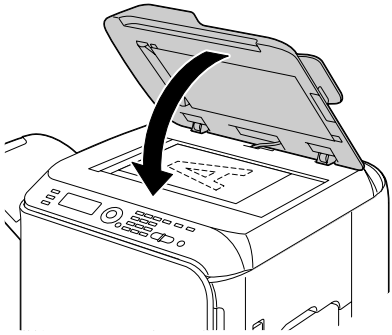
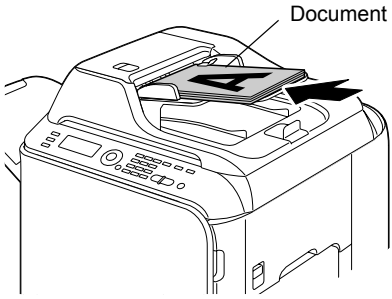
3 Gently close the ADF cover.



Loading a document into the ADF

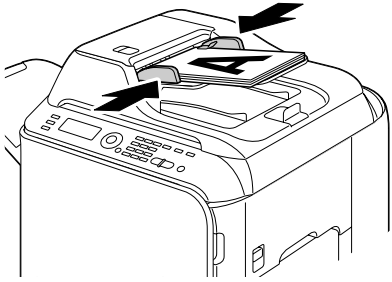
1 Put the document into the ADF document feed tray face up.



Before loading a document into the ADF, check that no document pages remain on the original glass.

Load the document pages so that the top of the document is toward the back or the right side of the machine.

2 Adjust the document guides to the document size.



For details on copying the loaded document, refer to "Using the Copier" on page 153. For details on scanning, refer to "Using the Scanner" on page 167.

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4 Using the Printer Driver

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Selecting Printer Options/Defaults (for Windows)

Before you start working with your machine, you are advised to verify/change the default driver settings. Also, in case you have options installed, you should “declare” the options in the driver.

Windows Vista/XP/Server 2003/2000 (PCL6, PS)

1 Choose the driver’s properties as follows:

- (Windows Vista)
  From the **Start** menu, click **Control Panel,** then **Hardware and Sound**, and then click **Printers** to open the Printers directory. Right-click the KONICA MINOLTA bizhub C20 PCL6 or KONICA MINOLTA bizhub C20 PS printer icon, and then click **Properties**.
- (Windows XP/Server 2003)
  From the **Start** menu, choose **Printers and Faxes** to display the **Printers and Faxes** directory. Right-click the KONICA MINOLTA bizhub C20 PCL6 or KONICA MINOLTA bizhub C20 PS printer icon and choose **Properties**.
- (Windows 2000)
  From the **Start** menu, choose **Settings** and then **Printers** to display the **Printers** directory. Right-click the KONICA MINOLTA bizhub C20 PCL6 or KONICA MINOLTA bizhub C20 PS printer icon and choose **Properties**.

2 If you have installed options, proceed with the next step. Otherwise, skip to step 9.

3 Select the **Configure** tab.

4 Check that the installed options are correctly listed. If not, proceed with the next step. Otherwise, continue with step 8.

5 Click the **Refresh** to automatically configure installed options.

*The **Refresh** is available only if bi-directional communication is available with the machine; otherwise it is grayed out.*

6 From the **Device Options** list, select an option, one at a time, and then select **Enable** or **Disable** from the **Settings** menu.

*If **Printer Memory** is selected, select **256 MB**, **512 MB** or **768 MB** according to the installed memory. The factory default setting is **256 MB**.*

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*If **Memory Card** is selected, select **Disable**, **Enable (1 GB Under)**, or **Enable (1 GB Over)**, according to the installed CompactFlash card.*

7 Click **Apply**.

*Depending on the version of the operating system, **Apply** may not appear. If this is the case, continue with the next step.*

8 Select the **General** tab.

9 Click **Printing Preferences**.
Printing Preferences dialog box appears.

10 Select the default settings for your machine, such as the default media format you use, in the appropriate tabs.

11 Click **Apply**.

12 Click **OK** to exit from the Printing Preferences dialog box.

13 Click **OK** to exit from the Properties dialog box.

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Uninstalling the Printer Driver (for Windows)

This section describes how to uninstall the printer driver if necessary.

Windows Vista/XP/Server 2003/2000 (PCL6, PS)

1 Close all applications.

2 Choose the Uninstall Program as follows:

- (Windows Vista/XP/Server 2003)
  From the **Start** menu, choose **All programs**, **KONICA MINOLTA**, **bizhub C20**, and then **Uninstall Printer Driver**.
- (Windows 2000)
  From the **Start** menu, choose **Programs**, **KONICA MINOLTA, bizhub C20**, and then **Uninstall Printer Driver**.

3 When the Uninstall dialog box appears, select the name of the driver to be deleted, and then click the **Uninstall** button.

4 Click **Uninstall**.

5 Click **OK**, and restart your computer.

6 The printer driver will be uninstalled from your computer.

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Displaying Printer Driver Settings (for Windows)

Windows Vista

1 From the **Start** menu, click **Control Panel**, then **Hardware and Sound**, and then click **Printers** to open the Printers directory.

2 Right-click the KONICA MINOLTA bizhub C20 PCL6, or KONICA MINOLTA bizhub C20 PS printer icon, and then click **Printing Preferences**.

Windows XP/Server 2003

1 From the **Start** menu, choose **Printers and Faxes** to display the **Printers and Faxes** directory.

2 Right-click the KONICA MINOLTA bizhub C20 PCL6 or KONICA MINOLTA bizhub C20 PS printer icon and choose **Printing Preferences**.

Windows 2000

1 From the **Start** menu, point to **Settings**, and then click **Printers** to display the **Printers** directory.

2 Right-click the KONICA MINOLTA bizhub C20 PCL6 or KONICA MINOLTA bizhub C20 PS printer icon and choose **Printing Preferences**.

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Printer Driver Settings

Common Buttons

The buttons described below appear on each tab.

- OK

Click to exit the Properties dialog box, saving any changes made.

- Cancel

Click to exit the Properties dialog box without saving any changes made.

- Apply

Click to save all changes without exiting the Properties dialog box.

- Help

Click to view the help.

- Favorite Setting

Click **Add** to save the current settings. Specify the following settings, and then click **OK**.

Name: Type in the name of the settings to be saved.

Icon: Select an icon from the icon list to easily identify the settings. The selected icon appears in the drop-down list.

Sharing: Specify whether or not the settings to be saved can be used by other users logged onto the computer.

Comment: Add a simple comment to the settings to be saved.

Afterward, the saved settings can be selected from the drop-down list. To change the registered settings, click **Edit**.

Select **Defaults** from the drop-down list to reset the functions in all tabs to their default values.

- Paper View

Click the button to display a sample of the page layout in the figure area.

*This button does not appear on the **Quality** tab.*

- Printer View

Click the button to display an image of the printer in the figure area.

- Quality View

Click the button to display a sample of the settings selected in the **Quality** tab.

*This button appears only when the **Quality** tab is selected.*

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- Default

Click the button to reset the settings to their defaults.

When this button is clicked, the settings in the displayed dialog box are reset to their defaults. The settings on other tabs are not changed.

Advanced Tab (PostScript Printer Driver Only)

The Advanced Tab allows you to

- Select whether to enable or disable the settings for advanced printing functions (such as booklet printing)
- Specify the PostScript output method
- Specify whether or not the error messages of a print job are printed
- Print a mirror image
- Specify whether or not the application can directly output PostScript data

Basic Tab

The Basic Tab allows you to

- Specify the orientation of the media
- Specify the size of the original document
- Select the output media size
- Register/edit custom paper sizes
- Zoom (expand/reduce) documents
- Specify the paper source
- Specify the type of media
- Specify the number of copies
- Turn on/off job collation
- Save a print job on the machine and print it later (Job Retention)
- Save a confidential job on the machine and protect it with a password
- Print a single copy for proofing
- Specify user authentication settings
- Print on the back side of paper that has already been printed on

Use paper that has been printed on with this machine.
In addition, the page printed with this setting is not guaranteed.

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Do not use the following types of paper.
- Paper that has been printed on with an inkjet printer
- Paper that has been printed on with a monochrome/color laser printer/copier
- Paper that has been printed on with any other printer or fax machine

Layout Tab

The Layout Tab allows you to

- Print several pages of a document on the same page (N-up printing)
- Print a single copy for enlargement and print several pages (PCL printer driver only)
- Rotate the print image 180 degrees
- Specify whether or not blank pages are printed (PCL printer driver only)
- Specify Double-Sided printing
- Specify booklet printing
- Specify the position on the paper where the document is to be printed
- Specify image shift settings (PCL printer driver only)
- Adjust the printing position (PCL printer driver only)

Cover Page Tab

The Cover Page Tab allows you to

- Print front and back cover pages and separator pages
- Specify the tray that contains the paper for the front and back cover pages and separator pages

Watermark/Overlay Tab

Be sure to use overlays with print jobs with a paper size and orientation that matches the overlay form.
In addition, if settings have been specified for "N-up" or "Booklet" in the printer driver, the overlay form cannot be adjusted to match the specified settings.

The settings in the "Watermark" function of the Watermark/Overlay tab allows you to

- Select the watermark to be used
- Create, edit or delete watermarks
- Lighten the density of the watermark

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- Print a frame around watermarks
- Print transparent (shaded) watermarks
- Print the watermark on only the first page
- Print the watermark repeatedly throughout the all pages

The settings in the “Overlay” function of the Watermark/Overlay tab allows you to

- Select the form to use
- Add or delete overlay files
- Launch Download Manager to download a form (PostScript printer driver only)

Download Manager Application should be installed earlier.

- Create a form (PCL printer driver only)
- Specify that the document and form are printed overlapping (PCL printer driver only)
- Display the form information (PCL printer driver only)
- Print the form on All Pages, First Page, Even Pages and Odd Pages
- Place the form in back of the document or in front on the printed document (PCL printer driver only)

Quality Tab

The Quality Tab allows you to

- Switch between color and grayscale printing
- Control the darkness of an image (Brightness)
- Control the tones of an image (Contrast) (PCL printer driver only)
- Specify the color settings (Quick Color)
- Specify the amount of details in graphic patterns (PCL printer driver only)
- Specify the image compression method (PCL printer driver only)
- Perform color separation
- Select whether or not economy printing is used
- Set the edge strength to Low, Middle or High
- Specify the format of fonts that are to be downloaded
- Print using the fonts
- Font substitution settings for TrueType fonts

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Other Tab

The Other Tab allows you to

- Select that Microsoft Excel sheets are not to be divided when printing
- Select that the white background of Microsoft PowerPoint data does not hide overlay files (PCL printer driver only)
- Send a notification by e-mail when printing is finished
- Prevent loss when printing fine lines (PCL printer driver only)
- Shows the version information for the printer driver

Limitations on printer driver functions installed with Point and Print

If Point and Print is performed with the following server and client combinations, there are limitations on some printer driver functions.

- Server and client combinations
  Server: Windows Vista/XP/Server2003/2000
  Client: Windows Vista/XP/Server2003/2000
- Functions with limitations applied
  Booklet, Skip Blank Pages, Front Cover Page, Back Cover Page, Separator Page, Create Overlay, Print Overlay, Watermark
  *JOBNAME, USERNAME, and HOSTNAME output of PJL

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5 Camera Direct

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Camera Direct

If a digital camera with PictBridge (1.0 or later) is connected to the machine through the USB HOST port, images stored on the digital camera can be printed directly from the machine.

For details on using the digital camera, refer to your digital cameras manual.

The following features are not supported with Camera Direct.
- DPOF AUTOPRINT image print
- Borderless
- Cable disconnect enable (printer status information)
- DPOF cable disconnect recovery

Printing Directly from a Digital Camera

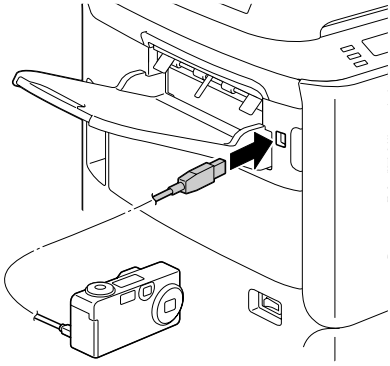
1 Select `DIRECT PRINT` in the `UTILITY` menu, and then specify settings for `IMAGE QUALITY`, `PAPER SIZE` and `N-UP LAYOUT`.

For details on the DIRECT PRINT menu, refer to "DIRECT PRINT Menu" on page 67.

If the settings on the digital camera have been changed, the digital camera settings are given priority.

2 Connect the USB cable to the digital camera and to the USB HOST port.

A USB cable is not included with the machine and must be purchased separately, if not supplied with your digital camera.



3 From the digital camera, specify the image that you wish to print and the desired number of copies.

4 Start printing from the digital camera.

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6 Memory Direct

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Memory Direct

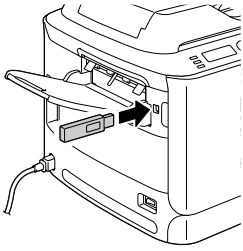
PDF, XPS, JPEG and TIFF files saved on USB memory devices can be printed by plugging the USB memory device into the machine.

Memory direct can be used only if the optional hard disk kit or a CompactFlash card is installed.
In order to perform collated printing with memory direct, the optional hard disk kit or a CompactFlash card of 1 GB or more must be installed.

For details on specifying settings with the control panel, refer to "MEMORY PRINT Menu" on page 101.

Printing From a Connected USB Memory Device

1 Plug the USB memory device into the USB HOST port.



2 In the main screen, press the ▲ or ▼ key to select `MEMORY PRINT`, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `LIST OF FILES`, and then press the **Select** key.

*When all files (PDF, XPS, JPEG and TIFF) are displayed, select `Type OF FILES`, and then press the **Select** key.*

4 From the file list, select the file that you wish to print, and then press the **Select** key.
If the file to be printed is in a folder, select the folder, and then press the **Select** key.

A maximum of 99 folders and files can be displayed.

Up to 7 folder levels can be displayed.

5 Specify the desired print settings.

For details on memory direct, refer to "MEMORY PRINT Menu" on page 101.

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6 Press the **Start-Color** key or the **Start-B&W** key to begin printing.

Do not unplug the USB memory device from the USB HOST port during memory direct printing.

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7 Using the Copier

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Making Basic Copies

This section contains descriptions of the basic copy operation procedure and the functions that are frequently used when making copies, such as specifying the zoom ratio and the copy density.

*Before making copies, check that the **Copy** key is lit up in green. If the key is not lit up in green, press the **Copy** key to enter Copy mode.*

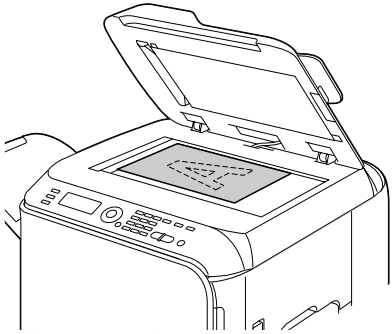
The default paper size setting can be changed with `PAPER SETUP` in the `UTILITY` menu. For details, refer to "PAPER SETUP Menu" on page 37.

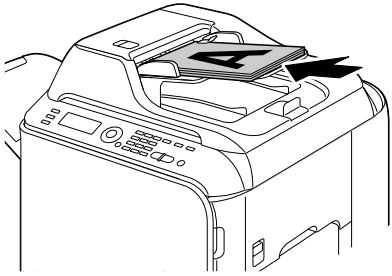
If, while specifying settings, no key is pressed for the length of time specified for `AUTO PANEL RESET`, the entered settings are canceled and the main screen (Copy mode) is displayed.

Basic Copy Operation

1 Position the document to be copied.

For details on positioning the document, refer to "Placing a document on the original glass" on page 135 and "Loading a document into the ADF" on page 136.





2 Press the **Copy** key.

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3 Specify the desired copy settings.

For details on specifying the copy mode and the copy density, refer to "Specifying the Copy Quality Setting" on page 155.
For details on specifying the zoom ratio, refer to "Specifying the Zoom Ratio" on page 156.
For details on selecting the media tray, refer to "Selecting the Media Tray" on page 157.
For details on setting 2in1 and 4in1 copying, refer to "Setting 2in1/4in1 Copying" on page 158.
For details on ID card copying, repeat copying or poster copying, refer to "Setting a Copy Function" on page 159.
For details on duplex (double-sided) copying, refer to "Setting Duplex (Double-Sided) Copying" on page 163.
For details on setting collated copying, refer to "Setting Collated (Sort) Copying" on page 165.

4 Using the keypad, specify the desired number of copies.

*If the number of copies was incorrectly entered, press the **Back** key, and then specify the correct number of copies.*

5 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.

Copying begins.

*If the **Stop/Reset** key is pressed while copying, `JOB CANCEL` appears. To stop copying, select `YES`. To continue copying, select `NO`.*

Specifying the Copy Quality Setting

Select the document type and copy density appropriate for the contents and density of the document to be copied.

Selecting the Document Type

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `MODE`, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `MIX`, `TEXT`, `PHOTO`, `FINE/MIX`, `FINE/TEXT` or `FINE/PHOTO`, and then press the **Select** key.
The main screen (Copy mode) appears again.

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Specifying the Copy Density

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select DENSITY, and then press the **Select** key.

3 Press the ◄ or ► key to select the desired copy density, and then press the **Select** key.
As the indicator is moved to right, the density becomes darker.

If TEXT or FINE/TEXT is selected as the copy mode, select either AUTO or MANUAL in step 3. If MANUAL is selected, specify the copy density.

Specifying the Zoom Ratio

The zoom ratio can be specified either by selecting a preset zoom ratio or by specifying a custom zoom ratio.

Selecting a Preset Zoom Ratio

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current zoom ratio setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select FIXED, and then press the **Select** key.

3 Press the ▲ or ▼ key to select the desired zoom ratio, and then press the **Select** key.

The following zoom ratios can be selected.
In metric dimensions:
25%, 50%, 70% (A4→A5), 81% (A4→B5), 100%, 115% (B5→A4), 141% (A5→A4), 200%, 400%
In inch dimensions:
25%, 50%, 64% (LT→ST), 78% (LG→LT), 100%, 129% (ST→LT), 154% (ST→LG), 200%, 400%
The zoom ratio cannot be changed using the keypad.

Specifying a Custom Zoom Ratio

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current zoom ratio setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select MANUAL, and then press the **Select** key.

3 Use the keypad to type in the desired zoom ratio, or press the ▲ or ▼ key to specify the zoom ratio, and then press the **Select** key.

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Each press of the ▲ or ▼ key changes the zoom ratio by 1%. A setting between 25% and 400% can be specified.

Selecting the Media Tray

If the optional lower feeder unit is not installed, the TRAY3 does not appear.

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current media tray setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select the desired media tray, and then press the **Select** key.

If no paper is loaded, `EMPTY` appears to the right of the media type.

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Making Advanced Copies

This section contains descriptions on setting 2in1/4in1 copying, ID card copying, repeat copying, poster copying, duplex (double-sided) copying and collated (Sort) copying.

ID card copying, repeat copying or poster copying cannot be set at the same time that 2in1/4in1 copying, duplex (double-sided) copying or collated (Sort) copying is set.

Setting 2in1/4in1 Copying

If 2in1 copying is set, two document pages can be copied together onto a single page. If 4in1 copying is set, four document pages can be copied together onto a single page.

2in1/4in1 Copying From the ADF

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current page layout setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `2in1` or `4in1`, and then press the **Select** key.
The zoom ratio is automatically set according to the specified media size. Change the zoom ratio if necessary.

In order to perform duplex (double-sided) copying or collated (Sort) copying with 2in1/4in1 copying, specify the necessary settings before starting the copy operation. For details, refer to “Setting Duplex (Double-Sided) Copying” on page 163 and “Setting Collated (Sort) Copying” on page 165.

2in1/4in1 copying cannot be set if the ADF is open.

If the zoom ratio is less than 50% with 2in1 copying set and envelopes selected as the media type, the zoom ratio will be set to 50%.

2in1/4in1 Copying From the Original Glass

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current page layout setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `2in1` or `4in1`, and then press the **Select** key.
The zoom ratio is automatically set according to the specified media size. Change the zoom ratio if necessary.

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3 Position the first page of the document on the original glass.

For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 135.

4 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.
Scanning of the document begins.

In order to perform duplex (double-sided) copying or collated (Sort) copying with 2in1/4in1 copying, specify the necessary settings before performing step 4. For details, refer to “Setting Duplex (Double-Sided) Copying” on page 163 and “Setting Collated (Sort) Copying” on page 165.

5 When `NEXT PAGE?` appears in the message window, place the second document page on the original glass, and then press the **Select** key.

6 Repeat step 5 until all document pages have been scanned.
If `2in1` is set, printing automatically begins after two document pages (four document pages if duplex (double-sided) copying was set) have been scanned. If `4in1` is set, printing automatically begins after four document pages (eight document pages if duplex (double-sided) copying was set) have been scanned.

7 After all document pages have been scanned, press the **Start-Color** key or the **Start-B&W** key to begin printing the remaining pages.

Setting a Copy Function

ID card copying, repeat copying and poster copying can be set.

If a copy function other than `NORMAL COPY` has been set, 2in1/4in1 copying, collated (Sort) copying and duplex (double-sided) copying cannot be set. In addition, the zoom ratio is automatically set (and cannot be changed).

ID card copying, repeat copying and poster copying can only be performed with the original glass. Position the document pages to be scanned so that they are aligned in the upper-left corner of the original glass. Since the image is printed 4 mm from the top and left side, adjust the position of the document as necessary. For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 135.

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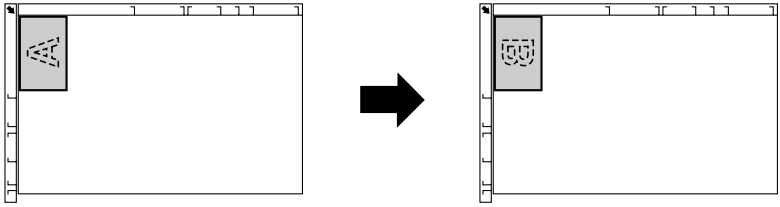
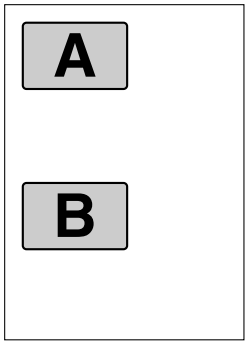
ID Card Copying

With ID card copying, the back and front of a document, such as a certificate, are copied at full size on a single sheet of paper.



front side back side



The paper sizes that are available for ID card copying are A4, Letter and Legal.

1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 135.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy function setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `ID CARD COPY`, and then press the **Select** key.

4 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.

Scanning of the document begins.

5 When `NEXT PAGE?` appears, position the back side of the document at the same location as the front side, and then press the **Select** key.

After the back side has been scanned, printing automatically begins.

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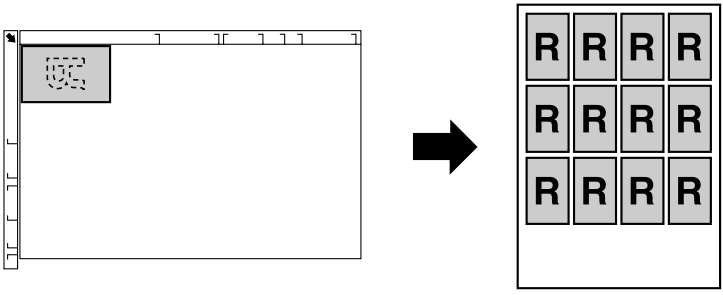
*To print only the front sides that were scanned first, press the **Start-Color** key or the **Start-B&W** key in step 5.*

Repeat Copying

With repeat copying, small documents, such as memos, are tiled and printed on a single page.



1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 135.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy function setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `REPEAT COPY`, and then press the **Select** key.

4 When the How to Repeat Copy screen appears, check the settings, and then press the **Select** key.

5 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.

6 Use the keypad to type in the document length, and then press the **Select** key.

*To change the document size, press the **Back** key to delete the current size, and then use the keypad to specify the desired size.*

7 Use the keypad to type in the document width, and then press the **Select** key.
After the document has been scanned, printing automatically begins.

*To change the document size, press the **Back** key to delete the current size, and then use the keypad to specify the desired size.*

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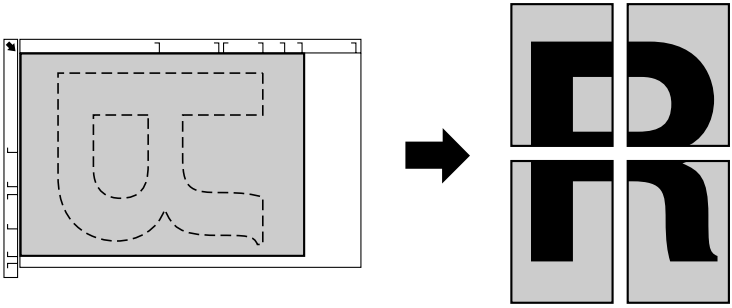
Poster Copying

With poster copying, the length and width of the scanned document are each enlarged 200%, and printed on four pages.

If the scanned image does not fit on the size of paper that is used, there may be margins on the sides of the image or the image may not fit in the paper.



1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 135.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current copy function setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `POSTER COPY`, and then press the **Select** key.

4 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.
After the document has been scanned, printing automatically begins.

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Setting Duplex (Double-Sided) Copying

Duplex (Double-Sided) Copying From the ADF

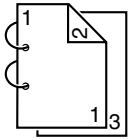
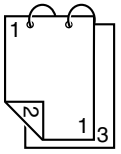
With duplex (double-sided) copying, two single-sided document pages can be scanned with the ADF and printed onto a single sheet of paper.

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `1-SIDE→2-SIDE`, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `LONG EDGE` or `SHORT EDGE`, and then press the **Select** key.
The main screen (Copy mode) appears again.

When `LONG EDGE` or `SHORT EDGE` is selected, duplex (Double-Sided) copying is performed as described below.

	If *LONG EDGE* is selected, the pages will be laid out to flip at the sides.
	If *SHORT EDGE* is selected, the pages will be laid out to flip at the top.

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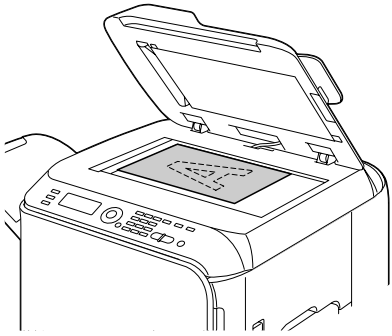
Duplex (Double-Sided) Copying From the Original Glass

Duplex (double-sided) copying can also be performed by placing the document on the original glass.

1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 135.



2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `1-SIDE→2-SIDE`, and then press the **Select** key.

4 Press the ▲ or ▼ key to select `LONG EDGE` or `SHORT EDGE`, and then press the **Select** key.

For details on `LONG EDGE` and `SHORT EDGE`, refer to "Duplex (Double-Sided) Copying From the ADF" on page 163.

5 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.

Scanning of the document begins.

6 When `NEXT PAGE?` appears in the message window, place the second document page on the original glass, and then press the **Select** key.

After the second page (back side) is scanned, printing begins automatically.

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Duplex (Double-Sided) Document Copying

A duplex (double-sided) document can be scanned and printed as either a duplex (double-sided) copy or a simplex (single-sided) copy.

Duplex (double-sided) document copying can only be performed from the ADF.

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `2-SIDE→2-SIDE` for a duplex (double-sided) copy or `2-SIDE→1-SIDE` for a simplex (single-sided) copy, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `LONG EDGE` or `SHORT EDGE` as the binding position in the document to be scanned, and then press the **Select** key.

4 If `2-SIDE→2-SIDE` was selected in step 2, select `LONG EDGE` or `SHORT EDGE` as the binding position of the duplex (double-sided) copy, and then press the **Select** key.

Setting Collated (Sort) Copying

With collated (Sort) copying, multiple copies of multi-page documents can be printed in order and sorted by copy set.

Collated (Sort) Copying From the ADF

1 In the main screen (Copy mode), press the ▲ or ▼ key to select the current Sort setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `SORT`, and then press the **Select** key.

The main screen (Copy mode) appears again.

Collated (Sort) Copying From the Original Glass

1 Position the document on the original glass.

For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 135.

2 In the main screen (Copy mode), press the ▲ or ▼ key to select the current Sort setting, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `SORT`, and then press the **Select** key.

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4 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.

5 When `NEXT PAGE?` appears in the message window, place the second document page on the original glass, and then press the **Select** key.

6 Repeat step 5 until all document pages have been scanned.

7 After all document pages have been scanned, specify the desired number of copies using the keypad, and then press the **Start-Color** key or the **Start-B&W** key to begin printing.

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8 Using the Scanner

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Scanning From a Computer Application

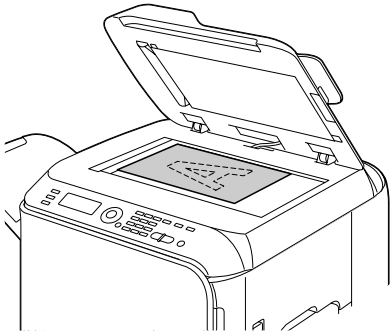
Documents can be scanned from a computer connected to this machine with a USB cable or via a network. Scanning settings can be specified and the scanning operation can be performed from TWAIN- or WIA-compatible applications. From the scanner driver, a preview can be displayed and various adjustments, such as the size of the scan area, can be specified.

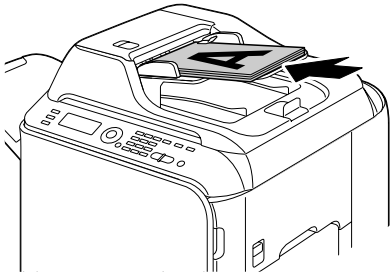
For details on the installation of the scanner driver or network TWAIN settings, refer to the Installation Guide on the Documentation CD/DVD.

Basic Scanning Operation

1 Position the document to be scanned.

For details on positioning the document, refer to "Placing a document on the original glass" on page 135 and "Loading a document into the ADF" on page 136.





2 Start the application to be used for scanning.

3 Start the scanner driver according to the application settings.

4 Specify the necessary scanner driver settings.

5 Click the **Scan** button in the scanner driver.

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Windows TWAIN Driver Settings

- Load

Specify a saved settings file (dat file) for scanning.

- Save

Save the current settings as a settings file (dat file).

- Default

Return all settings to their defaults.

- Help icon

Click to display the Help.

- About icon

Click to display the software version information.

- ADF

With scanning documents from the ADF, select whether to scan only the front side or both sides of the document.

- Original Size

Specify the original size.

- Scan Type

Specify the scan type.

- Resolution

Specify the resolution.

- Scale

Specify the enlargement or reduction ratio for the selected area.

If the resolution is set at 1200 × 1200dpi or higher, a setting larger than 100% cannot be specified.

- Scanning mode

Select **Auto** or **Manual**. When **Manual** is selected, a tab appears so that detailed settings can be specified, for example, for **Brightness/Contrast** and **Filter**.

The parameters that can be set differ depending on the scanning mode that is selected.

*If **Auto** is selected as the scanning mode, scanning from the original glass is performed after a prescan is performed so that a preview image can be checked.*

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- Image size

Shows the data size of the scan image.

- Rotation

Select the orientation of the image to be scanned.

*If the **Rotate back side** check box is selected, the back side of the image is rotated 180° and scanned. (Applies only if **ADF (Duplex)** is selected)*

- Close

Click to close the TWAIN driver window.

- Prescan

Click to begin scanning a preview image.

- Scan

Click to begin scanning.

- AutoCrop icon

Click to automatically detect the scanning position based on the preview image.

- Zoom icon

Click to rescan the area selected in the preview window and enlarge it to fit the window.

- Mirror icon

Click to display a mirror image of the preview image.

- Tone Reversal icon

Click to reverse the colors of the preview image.

- Clear icon

Click to erase the preview image.

- Preview window

Displays a preview image. Drag the rectangle over the image to select an area.

- Before/After (RGB)

Move the pointer in the preview window to display the color tones at the pointer's position before and after adjustments.

- Width/Height

Displays the width and height for the selected area in the selected measurement units.

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Windows WIA Driver Settings

- Paper source

Select the paper source.

- Color picture

Select this setting when scanning in color.

- Grayscale picture

Select this setting when scanning in grayscale.

- Black and white picture or text

Select this setting when scanning in black and white.

- Custom Settings

Select this setting when scanning with **Adjust the quality of the scanned picture** settings applied.

*If settings have been specified with **Adjust the quality of the scanned picture**, **Custom Settings** is automatically selected.*

- Adjust the quality of the scanned picture

Click this message to display the Advanced Properties dialog box. In the Advanced Properties dialog box, settings can be specified for **Brightness**, **Contrast**, **Resolution**, and **Picture type** (select from color, grayscale or black and white).

*These settings are applied when **Custom Settings** is selected.*

- Page size

Specify the paper size when **Page source** is set to **Document Feeder**.

- Preview window

Displays a preview image. Drag the rectangle over the image to select an area.

- Preview

Click to begin scanning a preview image.

- Scan

Click to begin scanning.

- Cancel

Click to close the WIA driver window.

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- Load

Specify a saved settings file (dat file) for scanning.

- Save

Save the current settings as a settings file (dat file).

- Default

Return all settings to their defaults.

- Help icon

Click to display the Help.

- About icon

Click to display the software version information.

- ADF

With scanning documents from the ADF, select whether to scan only the front side or both sides of the document.

- Original Size

Specify the original size.

- Scan Type

Specify the scan type.

- Resolution

Specify the resolution.

- Scale

Specify the enlargement or reduction ratio for the selected area.

If the resolution is set at 1200 × 1200dpi or higher, a setting larger than 100% cannot be specified.

- Scanning mode

Select **Auto** or **Manual**. When **Manual** is selected, a tab appears so that detailed settings can be specified, for example, for **Brightness/Contrast** and **Filter**.

The parameters that can be set differ depending on the scanning mode that is selected.

*If **Auto** is selected as the scanning mode, scanning from the original glass is performed after a prescan is performed so that a preview image can be checked.*

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- Image size

Shows the data size of the scan image.

- Rotation

Select the orientation of the image to be scanned.

*If the **Rotate back side** check box is selected, the back side of the image is rotated 180° and scanned. (Applies only if **ADF (Duplex)** is selected)*

- Close

Click to close the TWAIN driver window.

- Prescan

Click to begin scanning a preview image.

- Scan

Click to begin scanning.

- AutoCrop icon

Click to automatically detect the scanning position based on the preview image.

- Zoom icon

Click to rescan the area selected in the preview window and enlarge it to fit the window.

- Mirror icon

Click to display a mirror image of the preview image.

- Tone Reversal icon

Click to reverse the colors of the preview image.

- Clear icon

Click to erase the preview image.

- Preview window

Displays a preview image. Drag the rectangle over the image to select an area.

- Before/After (RGB)

Move the pointer in the preview window to display the color tones at the pointer's position before and after adjustments.

- Width/Height

Displays the width and height for the selected area in the selected measurement units.

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Scanning With the Machine

The machine keys can be used to make scans. This operation differs from scanning from a computer application since the destination of the scan data can also be specified.

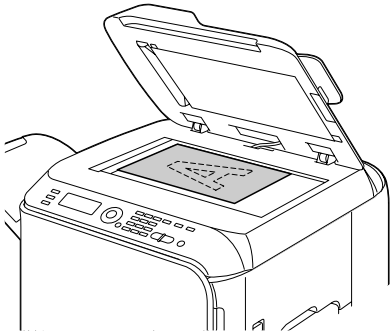
*Before scanning, check that the **Scan** key is lit up in green. If the key is not lit up in green, press the **Scan** key to enter Scan mode.*

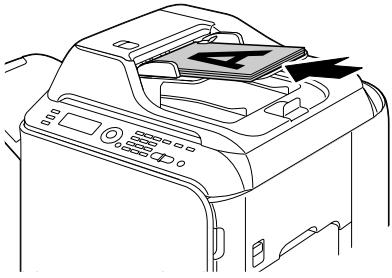
If, while specifying settings, no key is pressed for the length of time specified for AUTO PANEL RESET, the entered settings are canceled and the main screen (Scan mode) is displayed.

Basic Scanning Operation

1 Position the document to be scanned.

For details on positioning the document, refer to "Placing a document on the original glass" on page 135 and "Loading a document into the ADF" on page 136.





2 Press the **Scan** key to enter Scan mode.

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3 Specify the desired scan settings.

For details on specifying the destination of the data, refer to "Specifying the Data Location" on page 176 and "Specifying the Destination Address (Scan to E-mail/FTP/SMB)" on page 178.
For details on selecting the data format, refer to "Selecting the Data Format" on page 193.
For details on selecting the scan quality setting, refer to "Selecting the Scan Quality Setting" on page 193.
For details on setting duplex (double-sided) scanning, refer to "Setting Duplex (Double-Sided) Scanning" on page 194.
For details on setting the scan size, refer to "Setting the Scan Size" on page 195.
For details on setting the color of the scan data, refer to "Setting the Scan Color" on page 195.
For details on specifying the subject when sending data, refer to "Specifying the Subject" on page 195.

4 To scan color scans, press the **Start-Color** key. To scan monochrome scans, press the **Start-B&W** key.
If the document was loaded in the ADF, scanning begins, and then the data is sent to the specified location. If the document was placed on the original glass, continue with step 5.

When scanning with the Scan to PC operation, select in the dialog box appearing on the computer screen the connection method that is used (USB or network).

5 When `NEXT PAGE?` appears in the message window, place the second document page on the original glass, and then press the **Select** key.

When scanning with the Scan to PC operation, a multi-page document cannot be scanned with the original glass. To scan a multi-page document, load the document into the ADF.

6 Press the ▲ or ▼ key to select the size of the document positioned in step 5, and then press the **Select** key.

7 After all document pages have been scanned, press the Start key.
The scanned document is sent to the specified location.

*If the **Stop/Reset** key is pressed while scanning, `JOB CANCEL` appears. To continue scanning, select `NO`. To stop scanning, select `YES`.*

To cancel a job where scanning was finished and the data is queued to be sent, refer to "Deleting a Queued Transmission Job" on page 196.

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Specifying the Data Location

Select whether the computer or USB memory device is the location where scan data is to be saved. When transmitting via a network, refer to “Specifying the Destination Address (Scan to E-mail/FTP/SMB)” on page 178.

If an address has been specified as the destination for the data, SCAN TO PC and SCAN TO USB MEMORY cannot be selected.

Saving Data on a Computer Connected (Scan to PC)

Follow the procedure described below to send scan data to a computer connected to this machine.

In order to perform this operation, make sure the TWAIN scanner driver, the printer driver, and LinkMagic (Windows only) have been installed on your computer.

Before performing the Scan to PC operation, be sure that either LinkMagic is activated or the LinkMagic icon appears in the notification area.

The scan settings specified with LinkMagic are given priority. Specify the various settings with LinkMagic. For details, refer to the Reference Guide on the Documentation CD/DVD.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select “SCAN TO”, and then press the **Select** key.

2 Press the ▲ or ▼ key to select SCAN TO PC, and then press the **Select** key.

The scan data is saved in the folder specified with LinkMagic. For details, refer to the Reference Guide on the Documentation CD/DVD.

Saving Data on a USB Memory Device (Scan to USB Memory)

Follow the procedure described below to save scan data to a USB memory device plugged into the USB HOST port of this machine.

This machine is compatible with a USB memory device of 4 GB or less.

1 Plug the USB memory device into the USB HOST port of this machine.

2 In the main screen (Scan mode), press the ▲ or ▼ key to select “SCAN TO”, and then press the **Select** key.

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3 Press the ▲ or ▼ key to select SCAN TO USB MEMORY, and then press the **Select** key.

Depending on the USB memory device that is used, it may take some time for the scan data to be transferred.

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Specifying the Destination Address (Scan to E-mail/FTP/SMB)

Scan data can be sent via the network to a specified address (e-mail address, FTP address or SMB address). The address can be typed in directly, or an address registered on the machine can be selected.

To send scan data via the network, settings for NETWORK SETTING *and* E-MAIL SETTING *(when sending to an e-mail address) must be specified.*

If the size of the scan data sent by e-mail exceeds the size specified with FILE SIZE*, the data is automatically divided into multiple e-mail messages. For details, refer to "SCAN SETTING Menu" on page 65.*

To save scan data in a shared folder on a computer installed with Windows or on the FTP server, the FTP address or SMB address must be registered as a speed dial destination. These addresses can be registered only from Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the Reference Guide on the Documentation CD/DVD.

Directly Entering the E-mail Address

The destination address (e-mail address) where the scan data is to be sent can be directly typed in.

A maimum of 16 addresses (total of e-mail addresses from direct input and an LDAP search) can be specified.

1 In the main screen (Scan mode), use the keypad to type in the destination address.

For details on entering/editing text, refer to "Entering Text" on page 323.

2 After the text is entered, press the **Select** key.

3 If an e-mail address was selected, press the ▲ or ▼ key to select FINISH, and then press the **Select** key.

To add an additional e-mail address, select ADD *in step 3, and then specify the destination.*
To edit the specified e-mail address, select CHECK/EDIT *in step 3, and then continue with step 2 of "Editing a Specified Destination Address". To delete an address, select* CHECK/EDIT *in step 3, and then continue with step 2 of "Deleting a Specified Destination Address".*

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Selecting From the Favorite List

From the speed dial destinations and group dial destinations registered on this machine, register a maximum of 20 destinations in the favorite list for convenient access to frequently specified destinations. Follow the procedure described below to specify an address (e-mail address, FTP address or SMB address) from the favorite list as the recipient of the scan data.

For details on registering addresses in the favorite list, refer to "Registering in the Favorite List" on page 186.

1 With the main screen (Scan mode) or `Can Use AddressBook` displayed, press the **AddressBook** key so that `FAVORITE` appears.

2 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

3 Press the Select key again.
If an FTP address or an SMB address was selected, the destination address is specified.

4 If an e-mail address was selected, press the ▲ or ▼ key to select `FINISH`, and then press the **Select** key.

To add an additional e-mail address, select `ADD` in step 4, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified. To check the specified e-mail address, select `CHECK/EDIT` in step 4. To delete an address, select `CHECK/EDIT` in step 4, and then continue with step 2 of "Deleting a Specified Destination Address".

Selecting a Speed Dial Destination

A maximum of 250 speed dial destinations can be registered on this machine. Follow the procedure described below to specify an address (e-mail, FTP or SMB address) from the registered speed dial destinations as the recipient of the scan data.

For details on registering addresses as speed dial destinations, refer to "Registering Speed Dial Destinations (Direct Input)" on page 187 or "Registering Speed Dial Destinations (LDAP Search)" on page 188.

1 With the main screen (Scan mode) or `Can Use AddressBook` displayed, press the **AddressBook** key twice so that `SPEED DIAL` appears.

2 Use the keypad to type in the number (between 1 and 250) for the speed dial destination, and then press the **Select** key.

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The information registered for the speed dial destination appears for two seconds.

3 Press the **Select** key again.
If an FTP address or an SMB address was selected, the destination address is specified.

4 If an e-mail address was selected, press the ▲ or ▼ key to select `FINISH`, and then press the **Select** key.

To add an additional e-mail address, select `ADD` in step 4, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified. To check the specified e-mail address, select `CHECK/EDIT` in step 4. To delete an address, select `CHECK/EDIT` in step 4, and then continue with step 2 of "Deleting a Specified Destination Address".

Selecting a Group Dial Destination

A maximum of 20 group dial destinations can be registered on this machine. (A maximum of 50 e-mail addresses can be registered with one group.) Follow the procedure described below to specify e-mail addresses from the registered group dial destinations as the recipient of the scan data.

For details on registering e-mail addresses as group dial destinations, refer to “Registering Group Dial Destinations” on page 191.

A group dial destination containing a telephone number cannot be used in Scan mode.

1 With the main screen (Scan mode) or `Can Use AddressBook` displayed, press the **AddressBook** key three times so that `Group DIAL` appears.

2 Use the keypad to type in the number (between 1 and 20) for the group dial destination, and then press the **Select** key.
The information registered for the group dial destination appears for two seconds.

3 Press the **Select** key again.

4 Press the ▲ or ▼ key to select `FINISH`, and then press the **Select** key.

To add an additional e-mail address, select `ADD` in step 4, and then specify the destination.
To check the specified e-mail address, select `CHECK/EDIT` in step 4. To delete an address, select `CHECK/EDIT` in step 4, and then continue with step 2 of "Deleting a Specified Destination Address".

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Selecting From the Address Book

The speed dial destinations and group dial destinations registered on this machine are saved in the address book. Follow the procedure described below to specify an address (e-mail address, FTP address or SMB address) from the address book as the recipient of the scan data.

This feature is available only if data has been registered in the address book.

1 With the main screen or `Can Use AddressBook` displayed, press the **AddressBook** key four times so that `PHONE BOOK` appears.

2 Press the ▲ or ▼ key to select `LIST`, and then press the **Select** key.
A list of the address book contents appears.

3 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

4 Press the **Select** key again.
If an FTP address or an SMB address was selected, the destination address is specified.

5 If an e-mail address was selected, press the ▲ or ▼ key to select `FINISH`, and then press the **Select** key.

To add an additional e-mail address, select `ADD` in step 5, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified. To check the specified e-mail address, select `CHECK/EDIT` in step 5. To delete an address, select `CHECK/EDIT` in step 5, and then continue with step 2 of "Deleting a Specified Destination Address".

Searching the Address Book

The destination address (e-mail address, FTP address or SMB address) where the scan data is to be sent can be specified by searching the address book.

This feature is available only if data has been registered in the address book.

1 With the main screen (Scan mode) or `Can Use AddressBook` displayed, press the **AddressBook** key four times so that `PHONE BOOK` appears.

2 Press the ▲ or ▼ key to select `SEARCH`, and then press the **Select** key.

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3 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the **Select** key.
The search begins, and the search results appear after a while. If no data matches the search keyword, NOT FOUND appears for about two seconds.

For details on entering/editing text, refer to "Entering Text" on page 323.

Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

4 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

*To narrow down the search results, press the **Back** key, and then perform step 3 again.*

5 Press the **Select** key again.
If an FTP address or an SMB address was selected, the destination address is specified.

6 If an e-mail address was selected, press the ▲ or ▼ key to select FINISH, and then press the **Select** key.

To add an additional e-mail address, select ADD in step 6, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified. To check the specified e-mail address, select CHECK/EDIT in step 6. To delete an address, select CHECK/EDIT in step 6, and then continue with step 2 of "Deleting a Specified Destination Address".

Searching an LDAP Server

The destination e-mail address where the scan data is to be sent can be specified by using information on the LDAP server.

To connect to an LDAP server, settings for LDAP SETTING must be specified. For details, refer to the Reference Guide on the Documentation CD/DVD.

A maximum of 16 addresses (total of addresses from direct input and an LDAP search) can be specified.

If anonymous access is used to search for information on an LDAP server, the correct search results may not be retrieved.

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1 With the main screen (Scan mode) or `Can Use AddressBook` displayed, press the **AddressBook** key four times so that `PHONE BOOK` appears.

2 Press the ▲ or ▼ key to select `LDAP SEARCH`, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `NAME` or `E-MAIL`, and then press the **Select** key.

To search registered names, select `NAME`. To search e-mail addresses, select `E-MAIL`.

4 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the **Select** key.
The search begins, and the search results appear after a while. If no data matches the search keyword, `NOT FOUND` appears for about two seconds.

For details on entering/editing text, refer to "Entering Text" on page 323.

Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

5 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

To check the found information, press the ► key.

An e-mail address exceeding 64 characters cannot be specified. If such an e-mail address is specified, `ADDRESS IS TOO LONG` appears for about two seconds, and then the screen for specifying the destination address appears.

*To narrow down the search results, press the **Back** key, and then perform step 4 again.*

6 Press the **Select** key again.

7 Press the ▲ or ▼ key to select `FINISH`, and then press the **Select** key.

To add an additional e-mail address, select `ADD` in step 7, and then specify the destination. To edit the specified e-mail address, select `CHECK/EDIT` in step 7, and then continue with step 2 of "Editing a Specified Destination Address". To delete a specified e-mail address, select `CHECK/EDIT` in step 7, and then continue with step 2 of "Deleting a Specified Destination Address". The address cannot be edited.

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Specifying Multiple Destination Addresses

A destination address can be added if a destination e-mail address is specified.

If an FTP address or an SMB address was selected, multiple destination addresses cannot be specified.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data destination setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `ADD`, and then press the **Select** key.

3 Specify the destination address.

For details on typing in an e-mail address, refer to "Directly Entering the E-mail Address" on page 178.
For details on selecting from the favorite list, refer to "Selecting From the Favorite List" on page 179.
For details on selecting a speed dial destination, refer to "Selecting a Speed Dial Destination" on page 179.
For details on selecting a group dial destination, refer to "Selecting a Group Dial Destination" on page 180.
For details on selecting from the address book, refer to "Selecting From the Address Book" on page 181.
For details on searching the address book, refer to "Searching the Address Book" on page 181.
For details on searching an LDAP server, refer to "Searching an LDAP Server" on page 182.

Editing a Specified Destination Address

A specified destination e-mail address can be edited.

FTP addresses, SMB addresses and addresses registered as speed dial destinations or group dial destinations cannot be edited.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data destination setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `CHECK/EDIT`, and then press the **Select** key.

3 Press the ▲ or ▼ key to select the e-mail address to be edited, and then press the **Select** key.

4 Use the keypad to edit the e-mail address, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 323.

5 To finish editing addresses, press the **Back** key.

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6 Press the ▲ or ▼ key to select FINISH, and then press the **Select** key.

Deleting a Specified Destination Address

A specified destination address (e-mail address, FTP address or SMB address) can be deleted.

Changes made with this procedure will not be applied to the original data (speed dial destination, group dial destination, etc.).

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data destination setting, and then press the **Select** key.

2 To delete an e-mail address, press the ▲ or ▼ key to select CHECK/EDIT, and then press the **Select** key. Then, press the ▲ or ▼ key to select the address to be deleted. To delete an FTP address or SMB address, continue with step 3.

3 Press the **Stop**/**Reset** key.

4 Press the ▲ or ▼ key to select YES, and then press the **Select** key. The selected address is deleted.

If all specified addresses are deleted, the main screen is displayed.

5 To delete another address, repeat the procedure from step 2.

6 To finish deleting addresses, press the **Back** key.

7 Press the ▲ or ▼ key to select FINISH, and then press the **Select** key.

Registering/Editing Addresses

Addresses can be registered/edited in the favorite list, as speed dial destinations or as group dial destinations.

Addresses can also be registered/edited with PageScope Web Connection or with LSU (Local Setup Utility) on the enclosed Applications CD/DVD. For details, refer to the Reference Guide on the Documentation CD/DVD.

The same settings menu used to register/edit fax numbers is used to register/edit addresses. For details on registering/editing fax numbers, refer to the Facsimile User's Guide on the Documentation CD/DVD.

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Registering in the Favorite List

From the speed dial destinations and group dial destinations registered on this machine, register a maximum of 20 destinations in the favorite list for convenient access to frequently specified destinations. Follow the procedure described below to register an address (e-mail address, FTP address or SMB address) on the favorite list.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select UTILITY, and then press the **Select** key.

2 Press the ▲ or ▼ key to select DIAL REGISTER, and then press the **Select** key.

3 Press the ▲ or ▼ key to select FAVORITE, and then press the **Select** key.

If data is already registered on the favorite list, continue with step 7 after completing step 3.

4 Press the **AddressBook** key to switch between SPEED DIAL and GROUP DIAL.

5 Use the keypad to type in the number (between 1 and 250) for the speed dial destination or the number (between 1 and 20) for the group dial destination to be registered on the favorite list, and then press the **Select** key. The information registered for the selected speed dial destination or group dial destination appears.

6 Press the **Select** key again.

7 To register another address, press the ▲ or ▼ key to select ADD, press the **Select** key, and then repeat the procedure from step 4.

8 To finish registering addresses, press the ▲ or ▼ key to select FINISH, and then press the **Select** key.

Deleting From the Favorite List

Registered information can be deleted from the favorite list.

Changes made with this procedure will not be applied to the original data (speed dial destination, group dial destination, etc.).

1 In the main screen (Scan mode), press the ▲ or ▼ key to select UTILITY, and then press the **Select** key.

2 Press the ▲ or ▼ key to select DIAL REGISTER, and then press the **Select** key.

3 Press the ▲ or ▼ key to select FAVORITE, and then press the **Select** key.

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4 Press the ▲ or ▼ key to select CHECK/EDIT, and then press the **Select** key.

5 Press the ▲ or ▼ key to select the address to be deleted from the favorite list, and then press the **Stop**/**Reset** key.

6 Press the ▲ or ▼ key to select YES, and then press the **Select** key. The selected address is deleted.

7 To delete another address, repeat the procedure from step 5.

8 To finish deleting addresses, press the **Back** key.

9 Press the ▲ or ▼ key to select FINISH, and then press the **Select** key.

Registering Speed Dial Destinations (Direct Input)

E-mail addresses can be registered as speed dial destinations. A maximum of 250 speed dial destinations can be registered.

Machine key operations cannot be used to register an FTP address or SMB address as a speed dial destination. These addresses can be registered with Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the Reference Guide on the Documentation CD/DVD.

Speed dial destination numbers 221 to 250 are reserved for registering FTP addresses and SMB address from Local Setup Utility (LSU) or PageScope Web Connection.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select UTILITY, and then press the **Select** key.

2 Press the ▲ or ▼ key to select DIAL REGISTER, and then press the **Select** key.

3 Press the ▲ or ▼ key to select SPEED DIAL, and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination, and then press the **Select** key.

5 Press the ▲ or ▼ key to select MANUAL SETTING, and then press the **Select** key.

If an LDAP server is not specified, step 5 is skipped.

6 Use the keypad to type in the registration name, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 323.

A maximum of 20 characters can be entered.

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7 Use the keypad to type in the e-mail address, and then press the **Select** key.
The settings are registered, and the DIAL REGISTER menu appears again.

A maximum of 64 characters can be entered.

Registering Speed Dial Destinations (LDAP Search)

E-mail addresses can be registered as speed dial destinations by using information on the LDAP server. A maximum of 250 speed dial destinations can be registered.

To connect to an LDAP server, settings for LDAP SETTING must be specified. For details, refer to the Reference Guide on the Documentation CD/DVD.

Machine key operations cannot be used to register an FTP address or SMB address as a speed dial destination. These addresses can be registered with Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the Reference Guide on the Documentation CD/DVD.

Speed dial destination numbers 221 to 250 are reserved for registering FTP addresses and SMB address from Local Setup Utility (LSU) or PageScope Web Connection.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select UTILITY, and then press the **Select** key.

2 Press the ▲ or ▼ key to select DIAL REGISTER, and then press the **Select** key.

3 Press the ▲ or ▼ key to select SPEED DIAL, and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination, and then press the **Select** key.

5 Press the ▲ or ▼ key to select LDAP SEARCH, and then press the **Select** key.

If an LDAP server is not specified, LDAP SEARCH does not appear.

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6 Press the ▲ or ▼ key to select NAME or E-MAIL, and then press the **Select** key.

To search registered names, select NAME. To search e-mail addresses, select E-MAIL.

7 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the **Select** key.
The search begins, and the search results appear after a while. If no data matches the search keyword, NOT FOUND appears for about two seconds.

For details on entering/editing text, refer to "Entering Text" on page 323.

Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

8 Press the ▲ or ▼ key to select the desired data, and then press the **Select** key.

To check the found information, press the ► key.

An e-mail address exceeding 64 characters cannot be specified. If such an e-mail address is specified, ADDRESS IS TOO LONG appears for about two seconds, and then the screen for specifying the destination address appears.

*To narrow down the search results, press the **Back** key, and then perform step 7 again.*

9 If desired, edit the registration name, and then press the **Select** key.

10 If desired, edit the e-mail address, and then press the **Select** key.
The settings are registered, and the DIAL REGISTER menu appears again.

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Editing/Deleting Speed Dial Destinations

Information registered as a speed dial destination can be edited or deleted.

Machine key operations cannot be used to edit/delete an FTP address or SMB address registered as a speed dial destination. These addresses can be edited/deleted with Local Setup Utility (LSU) or PageScope Web Connection. For details, refer to the Reference Guide on the Documentation CD/DVD.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select `UTILITY`, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `DIAL REGISTER`, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `SPEED DIAL`, and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination to be edited/deleted, and then press the **Select** key.
The information currently registered for the speed dial destination appears for two seconds.

5 Press the ▲ or ▼ key to select `EDIT` to edit information or `DELETE` to delete the destination, and then press the **Select** key.
If `DELETE` was selected, the settings are deleted, and the `DIAL REGISTER` menu appears again.

6 Use the keypad to edit the registration name, and then press the **Select** key.

For details on entering/editing text, refer to "Entering Text" on page 323.

7 Use the keypad to edit the e-mail address, and then press the **Select** key.
The edited settings are saved, and the `DIAL REGISTER` menu appears again.

If the edited speed dial destination is registered in the favorite list or with a group dial destination, a confirmation message asking whether or not to keep the destination registered as it is appears after the operation in step 7 is performed. To keep the destination registered as it is, select `Yes`. To cancel the registration, select `No`.

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Registering Group Dial Destinations

An e-mail address can be registered with a group dial destination. A maximum of 20 group dial destinations can be registered. (A maximum of 50 e-mail addresses can be registered with one group.)

The addresses that can be registered as group dial destinations are limited to addresses registered as speed dial destinations or as other group dial destinations.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select `UTILITY`, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `DIAL REGISTER`, and then press the **Select** key.

3 Press the ▲ or ▼ key to select `GROUP DIAL`, and then press the **Select** key.

4 Use the keypad to type in the number (between 1 and 20) for the group dial destination, and then press the **Select** key.

5 Use the keypad to type in the group name, and then press the **Select** key.

For details on entering/editing text, refer to “Entering Text” on page 323.

6 Use the keypad to type in the number (between 1 and 220) for the speed dial destination to be added to the group, and then press the **Select** key. The information registered for the selected speed dial destination appears.

7 Press the **Select** key again.

8 To register another speed dial destination, press the ▲ or ▼ key to select `ADD`, press the **Select** key, and then repeat the procedure from step 6.

9 To finish registering speed dial destinations, press the ▲ or ▼ key to select `FINISH`, and then press the **Select** key.

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Editing/Deleting Group Dial Destinations

Information registered with a group dial destination can be edited or deleted.

1. In the main screen (Scan mode), press the ▲ or ▼ key to select UTILITY, and then press the **Select** key.
2. Press the ▲ or ▼ key to select DIAL REGISTER, and then press the **Select** key.
3. Press the ▲ or ▼ key to select GROUP DIAL, and then press the **Select** key.
4. Use the keypad to type in the number (between 1 and 20) for the group dial destination to be edited/deleted, and then press the **Select** key.
   The information currently registered for the group dial destination appears for about two seconds.
5. Press the ▲ or ▼ key to select EDIT to edit information or DELETE to delete the destination, and then press the **Select** key.
   If DELETE was selected, the settings are deleted, and the DIAL REGISTER menu appears again.
6. If desired, edit the group name, and then press the **Select** key.

   For details on entering/editing text, refer to "Entering Text" on page 323.
7. Press the ▲ or ▼ key to select ADD to add a speed dial destination, CHECK/EDIT to delete the destination or FINISH to finish editing, and then press the **Select** key.
   If FINISH was selected, the edited settings are saved, and the DIAL REGISTER menu appears again. If ADD was selected, continue with step 6 of "Registering Group Dial Destinations" on page 191. If CHECK/EDIT was selected, continue with step 8.
8. Press the ▲ or ▼ key to select the speed dial destination to be deleted, and then press the **Stop**/**Reset** key.

   *To check the settings for the selected speed dial destination, press the **Select** key.*
9. Press the ▲ or ▼ key to select Yes, and then press the **Select** key.
10. After the speed dial destination is deleted, press the **Back** key.
11. To delete another speed dial destination, repeat the procedure from step 8.

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12 To finish deleting speed dial destinations, press the ▲ or ▼ key to select FINISH, and then press the **Select** key.

If the edited group dial destination is registered in the favorite list, a confirmation message asking whether or not to keep the destination registered as it is appears after the operation in step 12 is performed. To keep the destination registered as it is, select Yes. To cancel the registration, select No.

Selecting the Data Format

The data format for the scanned image can be selected.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current data format setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select TIFF, PDF or JPEG, and then press the **Select** key.
The main screen (Scan mode) appears again.

If SIMPLEX/DUPLEX is set to 2-SIDE, only PDF appears. In addition, if BW ONLY was selected for the color setting, JPEG does not appear.

PDF data can be opened in Adobe Acrobat Reader.

TIFF files of images that have been scanned with the Color or Gray setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.

Selecting the Scan Quality Setting

The resolution, scan mode and density appropriate for the scanned image can be selected.

Selecting the Resolution

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select RESOLUTION, and then press the **Select** key.

3 Press the ▲ or ▼ key to select 150x150dpi, 300x300dpi or 600x600dpi, and then press the **Select** key.
The main screen (Scan mode) appears again.

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If Color or GRAY was selected for the scan color, the resolution is automatically changed to 300×300dpi when scanning, even if 600×600dpi was selected.

Selecting the Scan Mode

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select MODE, and then press the **Select** key.

3 Press the ▲ or ▼ key to select MIX, TEXT or PHOTO, and then press the **Select** key.
The main screen (Scan mode) appears again.

Selecting the Scan Density

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan quality setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select DENSITY, and then press the **Select** key.

3 Press the ◄ or ► key to select the desired scan density, and then press the **Select** key.
As the indicator is moved to right, the density becomes darker.

Setting Duplex (Double-Sided) Scanning

Double-sided document pages can be scanned with the ADF.

These settings are available only if the document is loaded in the ADF. If the document is scanned without being loaded in the ADF, 1-SIDE is automatically selected, and the document is scanned from the original glass.

This setting is available only if PDF is selected as the data format for the scan image.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current simplex/duplex (single-sided/double-sided) setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select 2-SIDE, and then press the **Select** key.

3 Press the ▲ or ▼ key to select LONG EDGE or SHORT EDGE, and then press the **Select** key.
The main screen (Scan mode) appears again.

For details on LONG EDGE and SHORT EDGE, refer to "Duplex (Double-Sided) Copying From the ADF" on page 163.

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Setting the Scan Size

The size of the scan data can be specified.

*The default setting is **LETTER** for USA and Canada, and **A4** for other countries.*

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan size setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select the desired size, and then press the **Select** key.
The main screen (Scan mode) appears again.

Setting the Scan Color

The color of the scan data can be specified.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select the current scan color setting, and then press the **Select** key.

2 Press the ▲ or ▼ key to select `BW Only` or `COLOR or GRAY`, and then press the **Select** key.
The main screen (Scan mode) appears again.

If `JPEG` is selected as the data format, the scan color is set to `BW Only`, and the data format is automatically set to `PDF`.

Settings for `SCAN SETTING/CODING METHOD` in the `UTILITY` menu are available only if `BW Only` is selected.

Specifying the Subject

Specify the subject used when sending scan data as e-mail.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select `SUBJECT`, and then press the **Select** key.

2 Use the keypad to type in the subject name, and then press the **Select** key.
The main screen (Scan mode) appears again.

For details on entering/editing text, refer to “Entering Text” on page 323.

*To erase the specified subject name, press the **Back** key.*

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Deleting a Queued Transmission Job

The list of jobs queued for transmission can be displayed, and a job can be deleted.

1 In the main screen (Scan mode), press the ▲ or ▼ key to select CANCEL RESERV., and then press the **Select** key.

2 Press the ▲ or ▼ key to select the job to be deleted, and then press the **Select** key.

To check the information for the selected job, press the ► key.

If no jobs are queued for transmission, NONE appears.

3 Press the ▲ or ▼ key to select YES, and then press the **Select** key. The main screen (Scan mode) appears again.

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9 Replacing Consumables

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Note

Failure to follow instructions as outlined in this manual could result in voiding your warranty.

Note

If an error message (`Toner Empty`, `Trans.Belt Life`, etc.) appears, print out the configuration page, and then check the status of the other consumables. For details on the error messages, refer to "Error Messages" on page 288. For details on printing the configuration page, refer to "Printing a Configuration Page" on page 245.

About Toner Cartridges

Your machine uses four toner cartridges: black, yellow, magenta, and cyan. Handle the toner cartridges carefully to avoid spilling toner inside the machine or on yourself.

Install only new toner cartridges in your machine. If a used toner cartridge is installed, the indicator message will not clear and the supplies status in the Status Monitor will not be updated.

The toner is nontoxic. If you get toner on your skin, wash it off with cool water and a mild soap. If you get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off.

CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Note

Do not use refilled toner cartridges or unapproved toner cartridges. Any damage to the machine or quality problems caused by a refilled toner cartridge or an unapproved toner cartridge will void your warranty. No technical support is provided to recover from these problems.

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When replacing a toner cartridge, refer to the following table. For optimum print quality and performance, use only approved KONICA MINOLTA toner cartridges for your specific machine type, as listed in the table below. You can find your machine type and the toner cartridge part numbers on the consumables reorder label inside the front cover your machine.

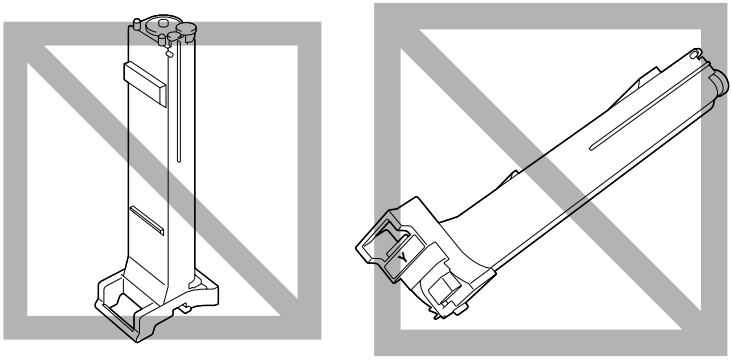
Machine Type	Machine Parts Number	Toner Cartridge Type	Toner Cartridge Parts Number
AM	A0FD 013	High-Capacity Toner Cartridge -Black (K)	A0DK 133
		High-Capacity Toner Cartridge -Yellow (Y)	A0DK 233
		High-Capacity Toner Cartridge -Magenta (M)	A0DK 333
		High-Capacity Toner Cartridge -Cyan (C)	A0DK 433
EU	A0FD 023	High-Capacity Toner Cartridge -Black (K)	A0DK 153
		High-Capacity Toner Cartridge -Yellow (Y)	A0DK 253
		High-Capacity Toner Cartridge -Magenta (M)	A0DK 353
		High-Capacity Toner Cartridge -Cyan (C)	A0DK 453

For optimum print quality and performance, use only the corresponded TYPE genuine KONICA MINOLTA toner cartridges.

Keep toner cartridges:

- In their packaging until you're ready to install them.
- In a cool, dry location away from sunlight (due to heat).
- The maximum storage temperature is 35°C (95°F) and the maximum storage humidity is 85% (noncondensing). If the toner cartridge is moved from a cold place to a warm, humid place, condensation may occur, degrading print quality. Allow the toner to adapt to the environment for about one hour before use.
- Level during handling and storage.

  Do not hold, stand or store cartridges on their ends or turn them upside down; the toner inside the cartridges may become caked or unequally distributed.



- Away from salty air and corrosive gases such as aerosols.

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Replacing a Toner Cartridge

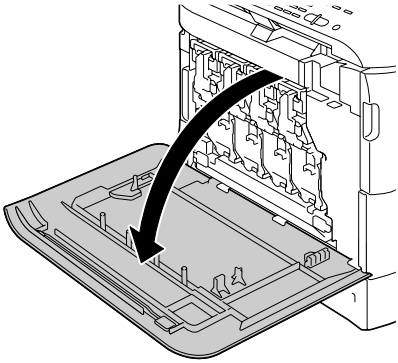
Note

Be careful not to spill toner while replacing a toner cartridge. If toner spills, immediately wipe it off with a soft, dry cloth.

If MACHINE SETTING/TONER EMPTY in the UTILITY menu is set to STOP, the message TONER EMPTY/CHANGE X TONER (where "X" indicates the color of the toner) appears when the toner cartridge is nearly empty. Follow the steps below to replace the toner cartridge.

1 Check the message window to see which color toner cartridge needs replacing.

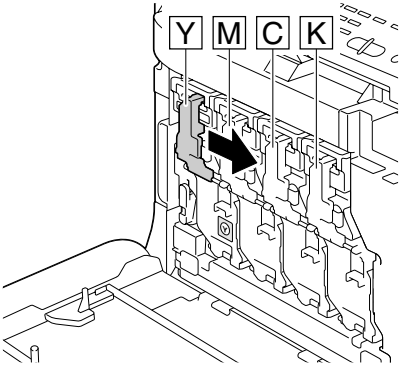
2 Open the machine's front cover.



3 Pull the front lever of the color toner cartridge indicated to the right.

The replacement procedure for the toner cartridge is the same for all colors (yellow: Y, magenta: M, cyan: C, and black: K).

The following instructions show the procedure to replace the toner cartridge (Y).



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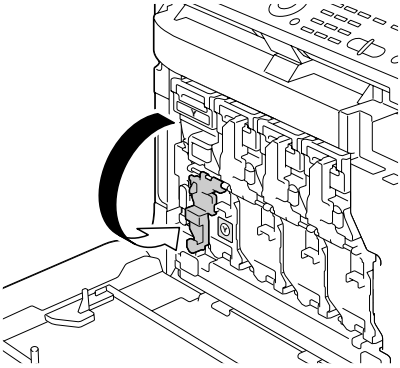
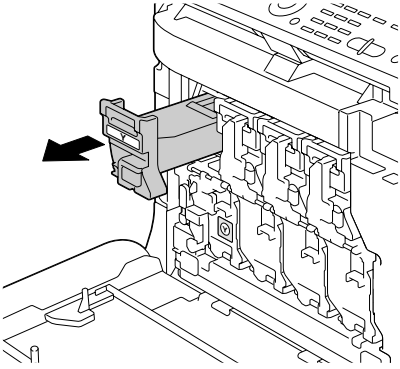
4 Lower the lever to release the lock.



5 Grab the handle of the toner cartridge to be replaced, and then pull out the cartridge.

The following instructions show the procedure to replace the toner cartridge(Y).



Note

Dispose of the used toner cartridge according to your local regulations. Do not burn the toner cartridge.
For details, refer to “About Toner Cartridges” on page 198.

6 Check the color of the new toner cartridge to be installed.

7 Remove the toner cartridge from the bag.

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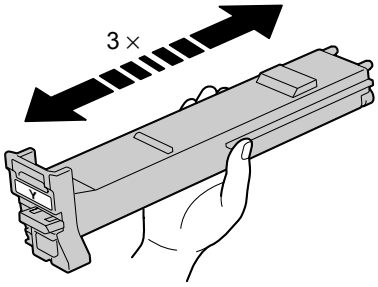
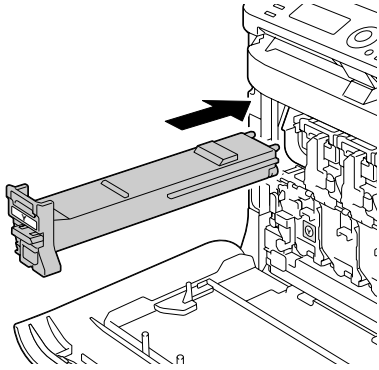
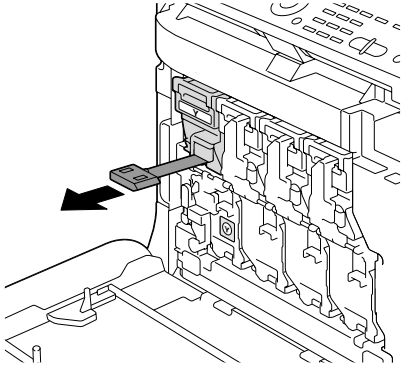
8 Shake the cartridge to distribute the toner.



9 Make sure that the toner cartridge is the same color as the machine compartment, and then insert the toner cartridge into the machine.



10 Make sure that the toner cartridge is securely installed, and then peel off the protective film.



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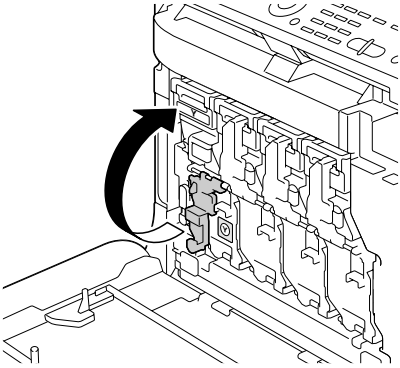
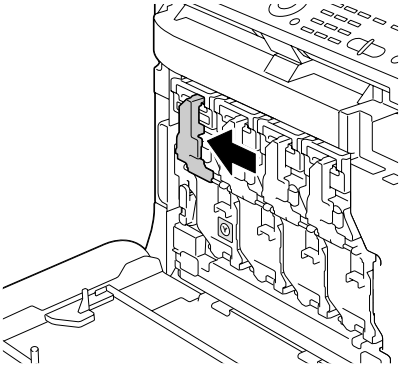
11 Raise the front lever to its original position.

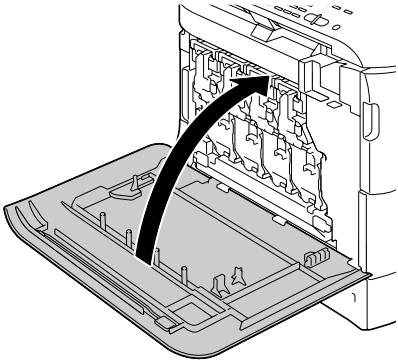


12 Pull the lever to the left to lock it in place.

The front lever should be securely returned to its original position; otherwise, the front cover of the machine cannot be closed.



13 Close the front cover.



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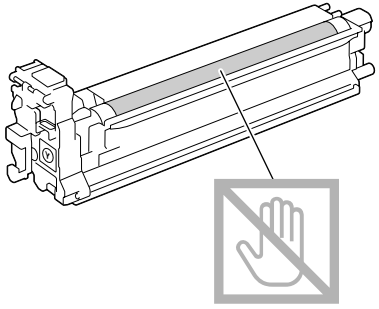
Replacing an Imaging Unit

When replacing an imaging unit, refer to the following table. For optimum print quality and performance, use only approved KONICA MINOLTA imaging units for your specific machine type, as listed in the table below. You can find your machine type and the imaging unit part numbers on the consumables reorder label inside the front cover your machine.

Machine Type	Machine Parts Number	Imaging Unit Type	Imaging Unit Parts Number
AM	A0FD 013	Imaging Unit -Black (K)	A031 00G
		Imaging Unit -Yellow (Y)	A031 05G
		Imaging Unit -Magenta (M)	A031 0AG
		Imaging Unit -Cyan (C)	A031 0GG
EU	A0FD 023	Imaging Unit -Black (K)	A031 00J
		Imaging Unit -Yellow (Y)	A031 05J
		Imaging Unit -Magenta (M)	A031 0AJ
		Imaging Unit -Cyan (C)	A031 0GJ

Note

Do not touch the OPC drum surface. This could lower image quality.



You are advised to replace the indicated imaging unit when the message `I-UNIT END/REPLACE X` appears.

1 Check the message window to see which color imaging unit needs replacing.

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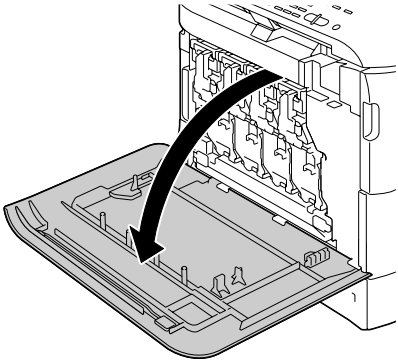
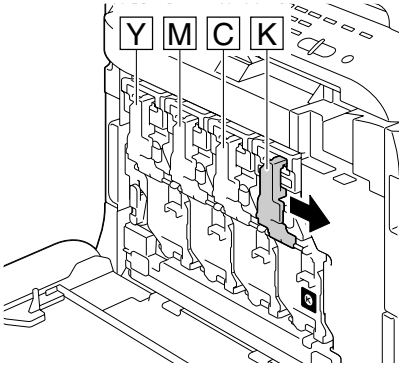
2 Open the machine's front cover.



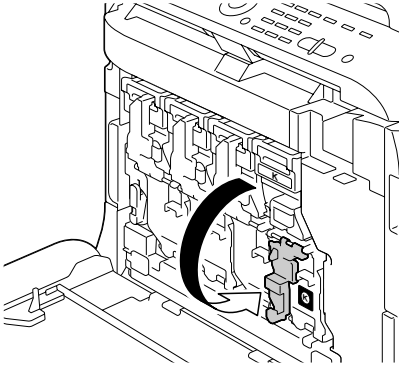
3 Pull the front lever of the color toner cartridge indicated to the right.

The replacement procedure for the imaging unit is the same for all colors (yellow: Y, magenta: M, cyan: C, and black: K).

The following instructions show the procedure to replace the toner cartridge (K).



4 Lower the lever to release the lock.



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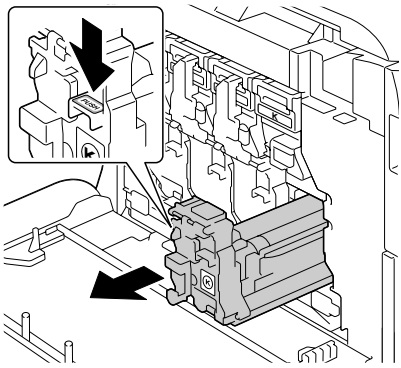
5 Press down the area marked “Push” on the imaging unit to be replaced, and then slide the unit all the way out of the machine.

The following instructions show the procedure to replace the imaging unit (K).



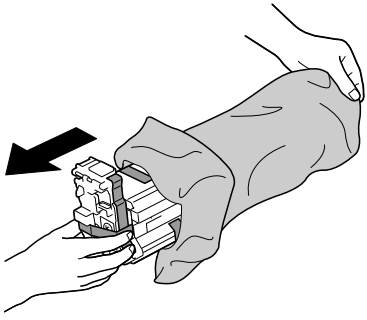
Note

Dispose of the used imaging unit according to your local regulations. Do not burn the imaging unit.

6 Check the color of the new imaging unit to be installed.

In order to prevent toner from spilling, leave the imaging unit in the bag until step 5 is being performed.

7 Remove the imaging unit from the bag.



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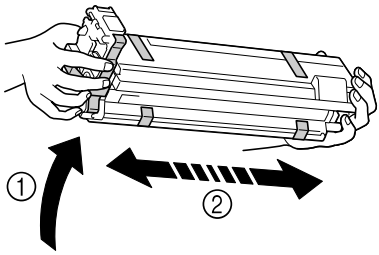
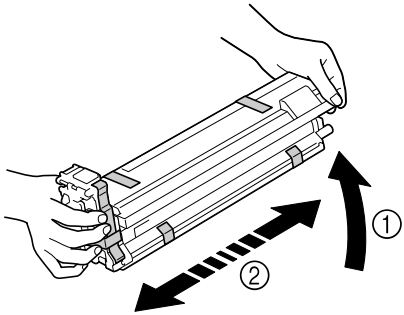
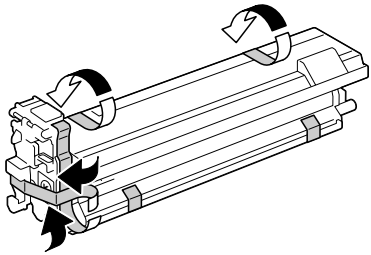
8 Hold the imaging unit with both hands, and then shake it twice as shown in the illustration.

Do not grab the bottom of the bag; otherwise, the imaging unit may be damaged, resulting in decreased print quality.

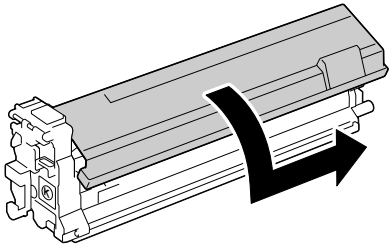




9 Remove all packing tape from the imaging unit.



10 Remove the protective cover from the imaging unit. The protective cover slides after having turned.



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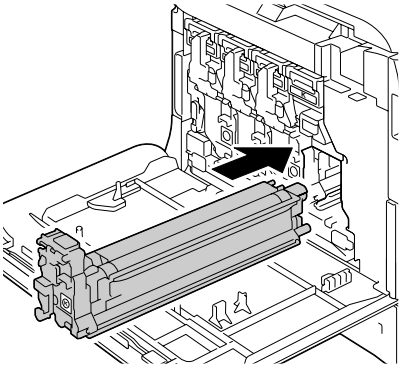
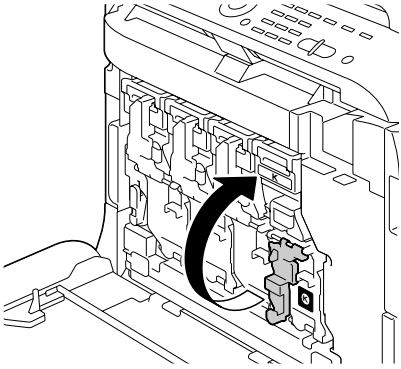
11 Make sure that the new imaging unit to be installed is the same color as the machine compartment, and then install the imaging unit in the machine.

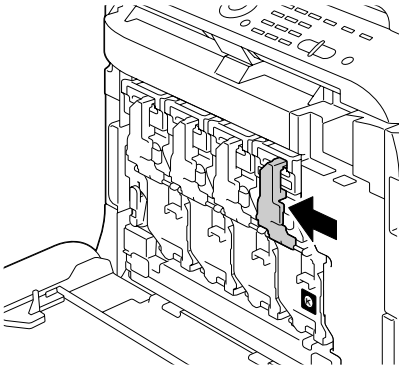


12 Raise the front lever to its original position.



13 Pull the lever to the left to lock it in place.

The front lever should be securely returned to its original position; otherwise, the front cover of the machine cannot be closed.



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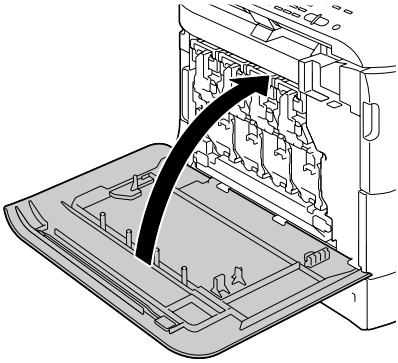
14 Close the front cover.



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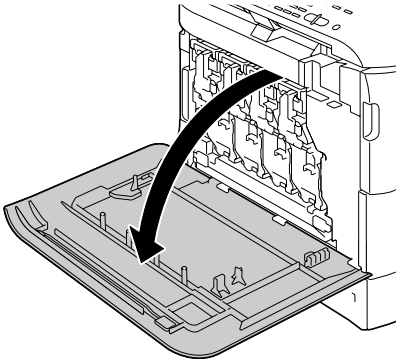
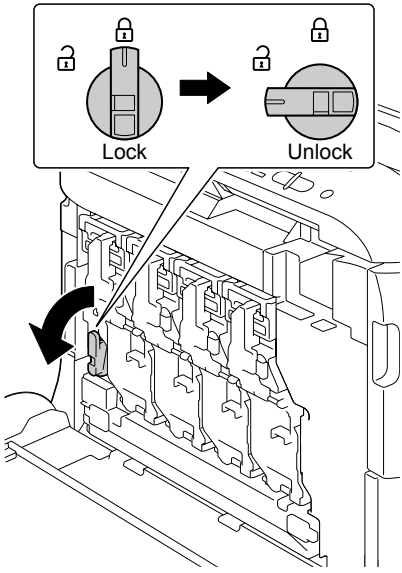
Replacing the Waste Toner Bottle

When the waste toner bottle becomes full, the message `WASTE TONER FULL/REPLACE BOTTLE` appears in the message window. The machine stops and will not start again until the waste toner bottle is replaced.

1 Open the machine's front cover.



2 Turn the dial on the waste toner bottle counterclockwise until it is in the unlock position.



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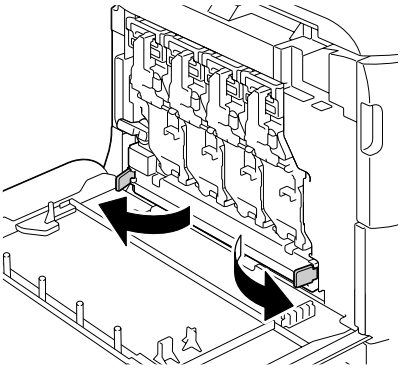
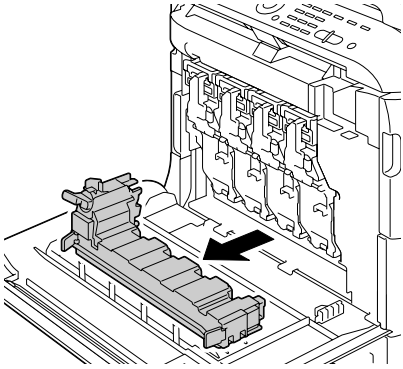
3 Open the left and right handles of the waste toner bottle.



4 Grab the left and right handles of the waste toner bottle, and then slowly pull out the bottle.

Be careful since some waste toner may spill if the lock is closed when the waste toner bottle is removed.



5 Remove the new waste toner bottle from its packaging. Insert the used waste toner bottle into the plastic bag included in the box, and then box it up.

Note

Dispose of the used waste toner bottle according to your local regulations. Do not burn the waste toner bottle.

Before installing the waste toner bottle, be sure that the dial on the waste toner bottle is unlocked.

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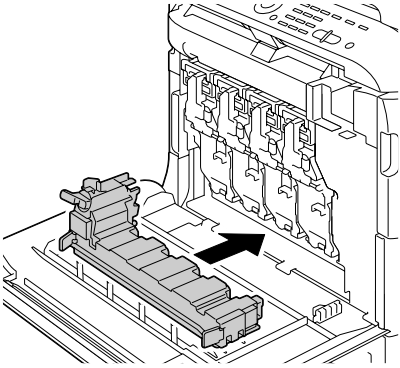
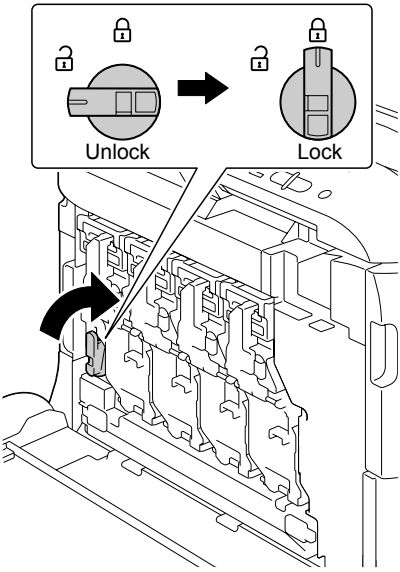
6 Slide the waste toner bottle all the way into the machine.



7 Turn the dial clockwise until the waste toner bottle is in the locked position.



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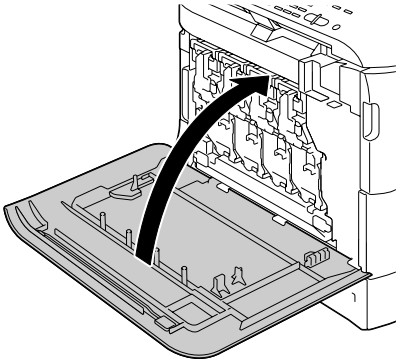
8 Close the front cover.



If the waste toner bottle is not fully inserted or if the dial is not locked, the front cover cannot be closed.

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Replacing the Transfer Roller

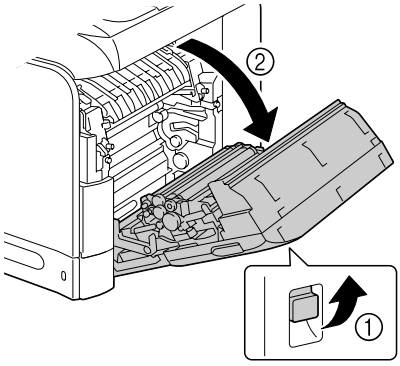
When the time to replace the transfer roller is reached, the message `Trans. Roll. Life` appears. Printing can continue even after this message appears; however, since the print quality is reduced, the transfer roller should be replaced immediately.

When replacing the transfer roller, also replace the ozone filter. A new ozone filter is included with the new transfer roller.

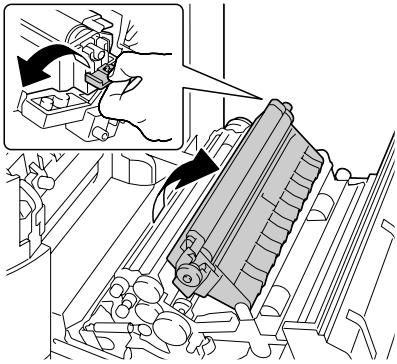
Replacing the Transfer Roller

1 Pull the lever, and then open the right door.

Before opening the right door, fold up Tray 1.



2 Move the lever toward you.



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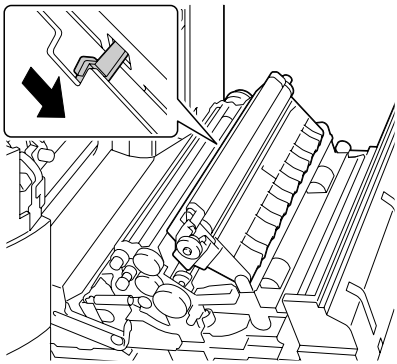
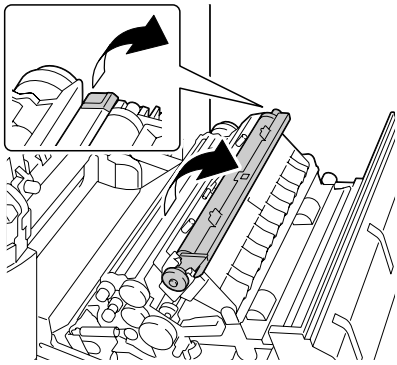
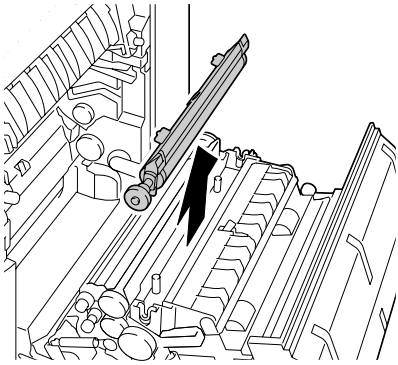
3 Remove the transfer roller.







4 Prepare a new transfer roller.

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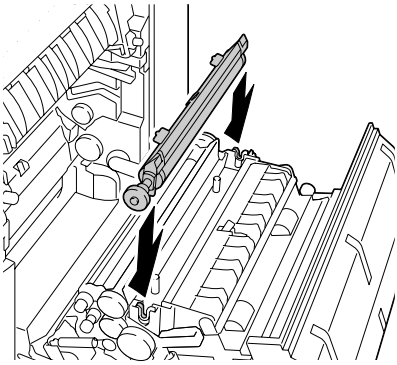
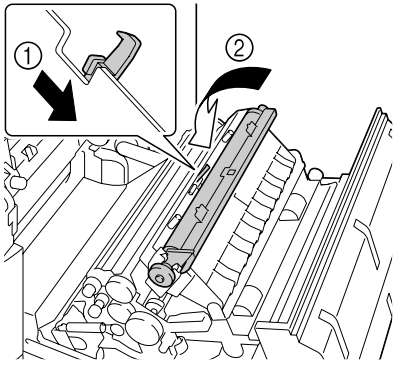
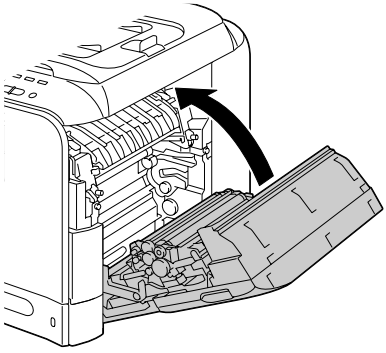
5 Insert the shaft of the transfer roller into the bearings.



6 Move the levers away from you until it snaps into place.



7 Close the right door.



8 Reset the counter with `ADMIN. MANAGEMENT/SUPPLIES REPLACE/TRANSFER ROLLER` in the `UTILITY` menu.

9 Replace the ozone filter, using the following procedure.

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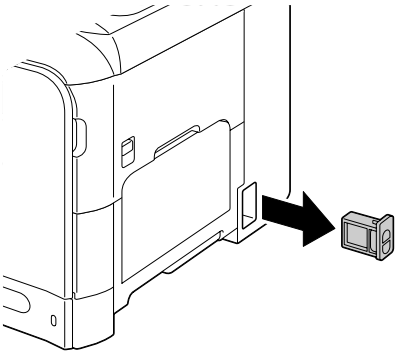
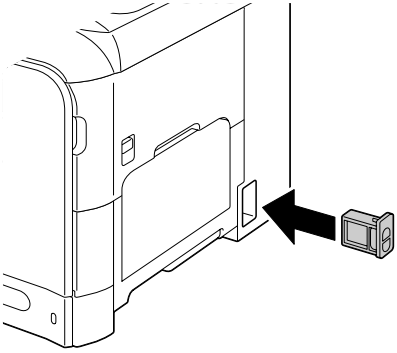
Replacing the Ozone Filter

1 Remove the ozone filter from the machine.



2 Slide the new ozone filter into the machine until it snaps into place.



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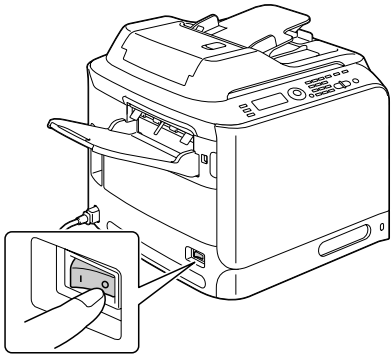
Replacing the Transfer Belt Unit

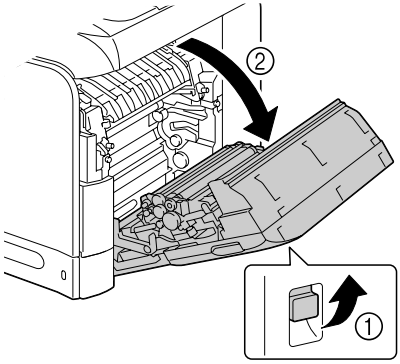
When the time to replace the transfer belt unit is reached, the message `Trans. Belt Life` appears. Printing can continue even after this message appears; however, since the print quality is reduced, the transfer belt unit should be replaced immediately.

1 Turn off the machine and disconnect the power cord and interface cables.



2 Pull the lever, and then open the right door.

Before opening the right door, fold up Tray 1.



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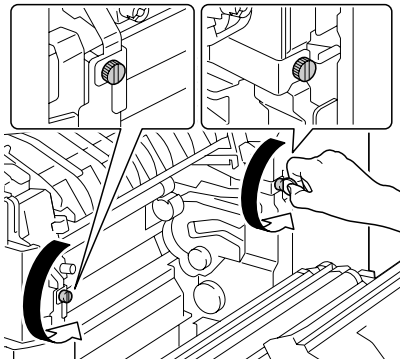
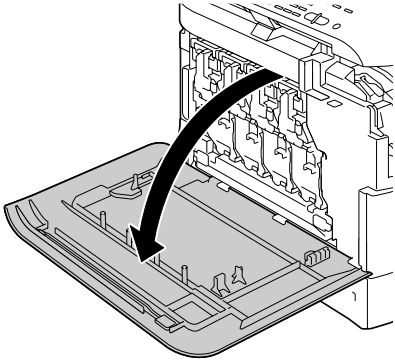
3 Use a coin to loosen the screws securing the transfer belt unit.

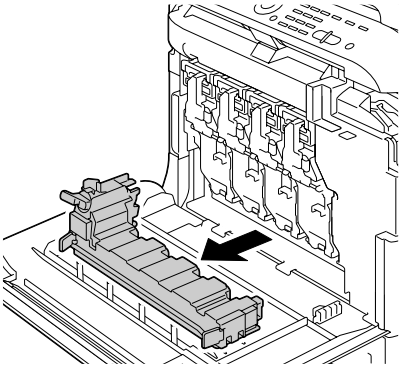


4 Open the machine's front cover.



5 Remove the waste toner bottle.

For details on removing the waste toner bottle, refer to "Replacing the Waste Toner Bottle" on page 210.



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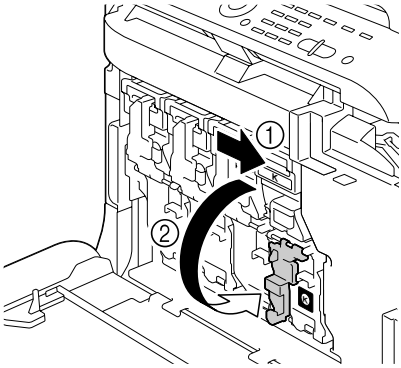
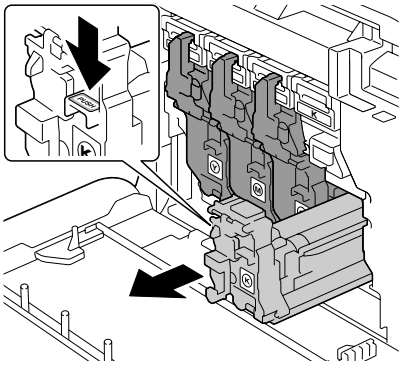
6 Remove the all imaging units.

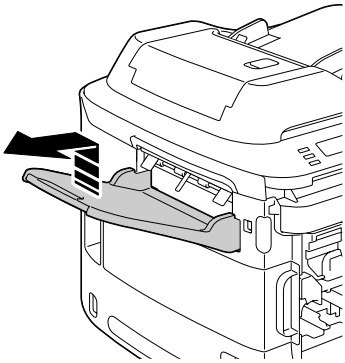
For details on removing the imaging unit, refer to "Replacing an Imaging Unit" on page 204.

Cover the removed imaging unit to protect it from direct sunlight.





7 Remove the output tray.



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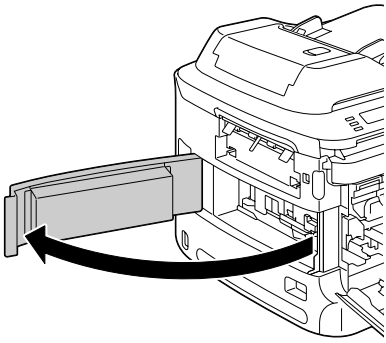
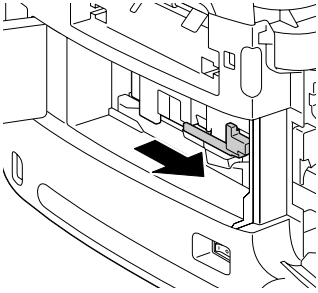
8 Open the left side cover.

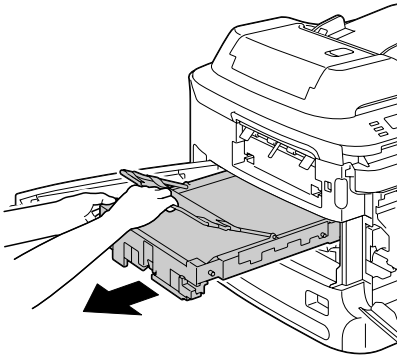


9 On the left side, pull to the right the blue shutter lever for the transfer belt unit.

Do not remove the blue lever.



10 Hold the arm, and then carefully pull out the transfer belt unit.



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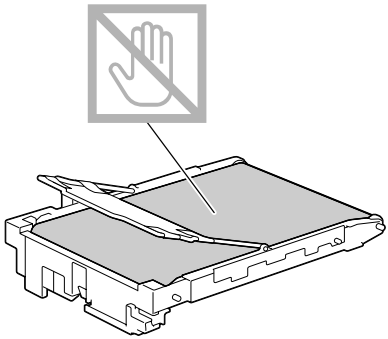
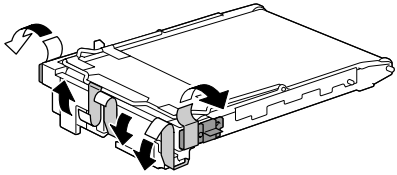
11 Prepare a new transfer belt unit.

Be careful not to touch the surface of the belt.

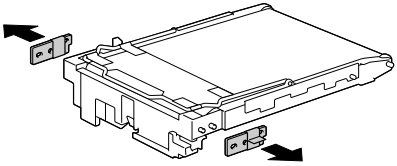
Do not remove the blue lever.



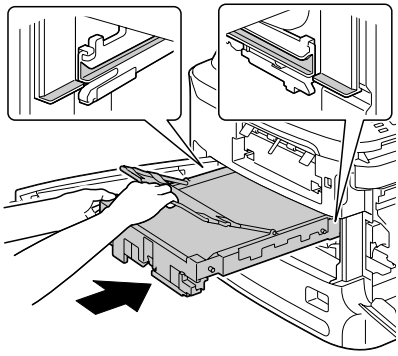
12 Remove all packing tape from the new transfer belt unit.



13 Remove the protective cover from the new transfer belt unit.



14 Insert the new transfer belt unit along the rails.



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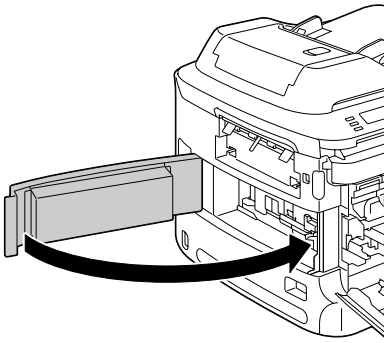
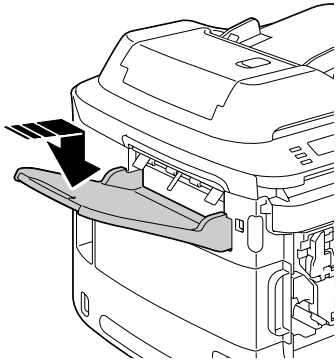
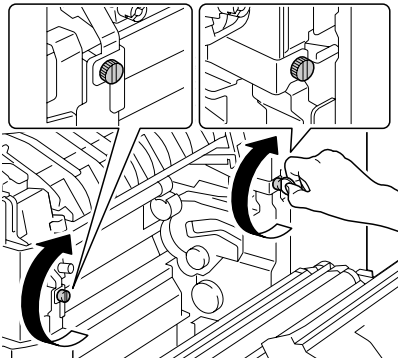
15 Close the left-side cover.



16 Install the output tray.



17 From the right door side, tighten the screws to secure the transfer belt unit.



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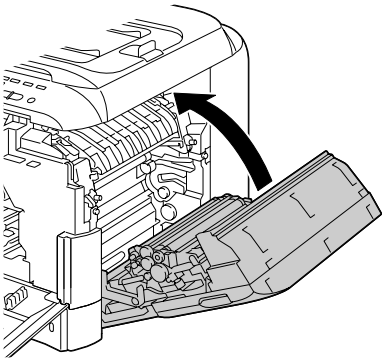
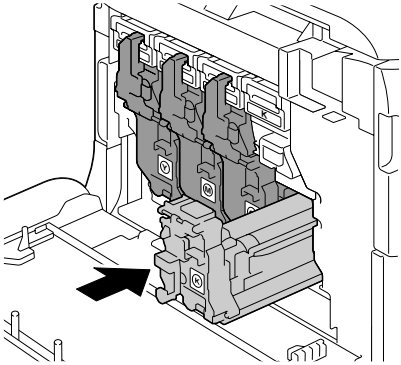
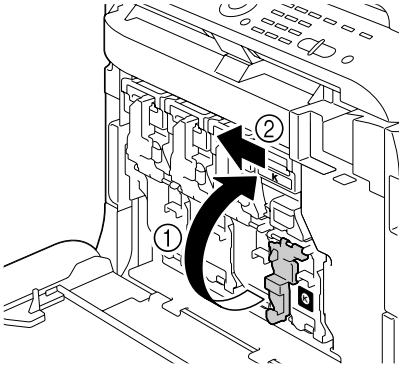
18 Close the right door.



19 Install the all imaging units.

For details on installing the imaging unit, refer to "Replacing an Imaging Unit" on page 204.





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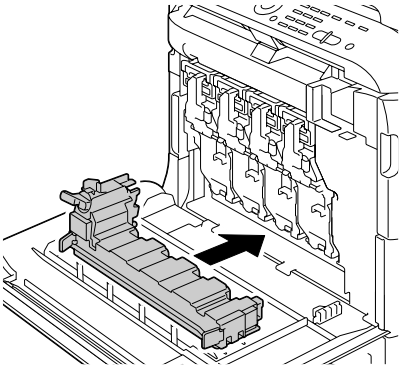
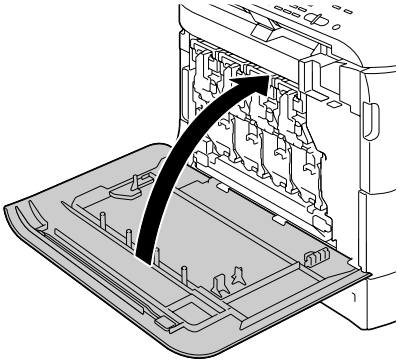
20 Install the waste toner bottle.

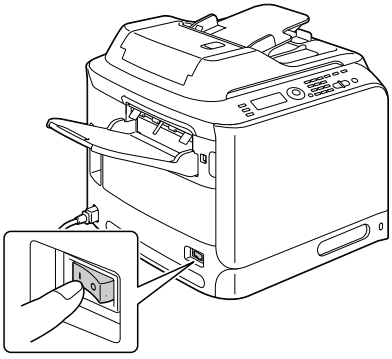
For details on installing the waste toner bottle, refer to "Replacing the Waste Toner Bottle" on page 210.



21 Close the front cover.



22 Reconnect the power cord, and turn on the machine.



23 Reset the counter with `ADMIN. MANAGEMENT/SUPPLIES REPLACE/TRANSFER BELT` in the `UTILITY` menu.

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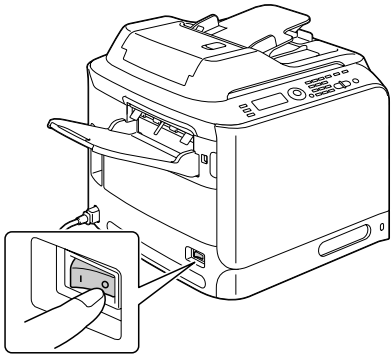
Replacing the Fuser Unit

When the time to replace the fuser unit is reached, the message `Fuser Unit Life` appears. Printing can continue even after this message appears; however, since the print quality is reduced, the fuser unit should be replaced immediately

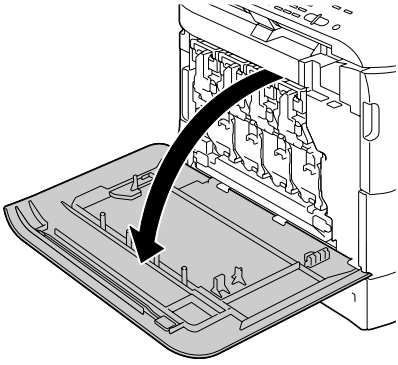
1 Turn off the machine and disconnect the power cord and interface cables.



Note

There are extremely hot parts within the machine. Before replacing the fuser unit, wait about 20 minutes after turning off the machine, and then check that the fusing section has reached room temperature, otherwise, you may get burnt.

2 Open the machine's front cover.



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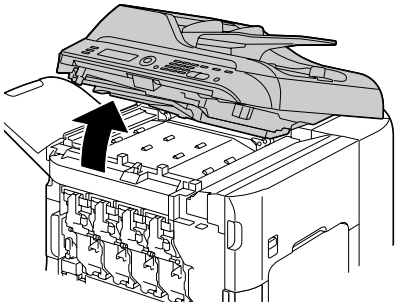
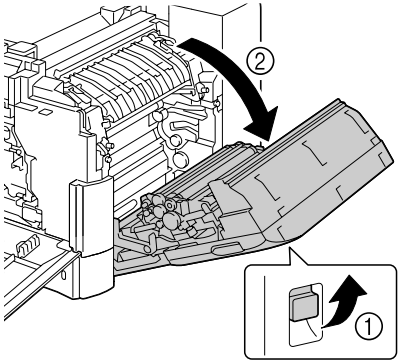
3 Slowly raise the scanner unit.

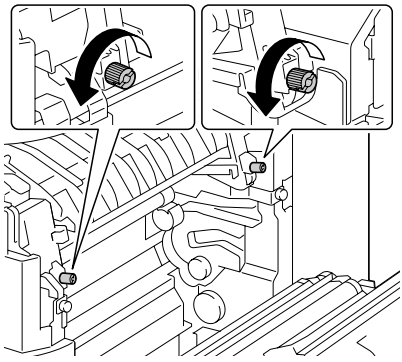


4 Pull the lever, and then open the right door.

Before opening the right door, fold up Tray 1.



5 Use a coin to loosen the two screws securing the fuser unit.



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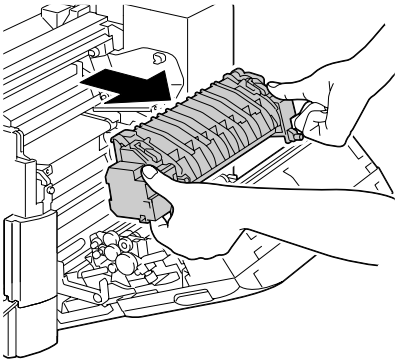
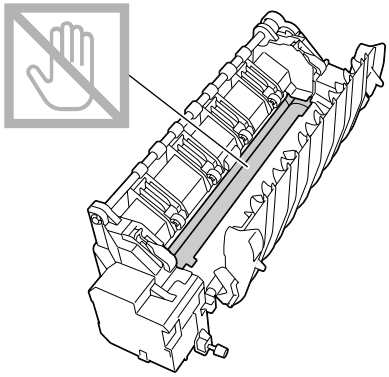
6 Remove the fuser unit.

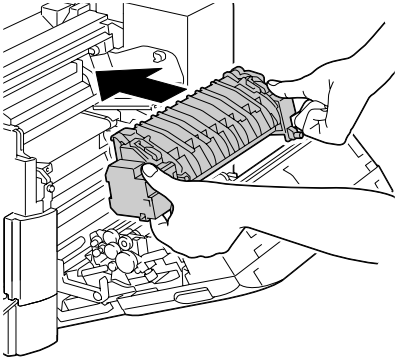


7 Prepare a new fuser unit.

Be careful not to touch the surface of the fuser roller.



8 Insert the fuser unit.



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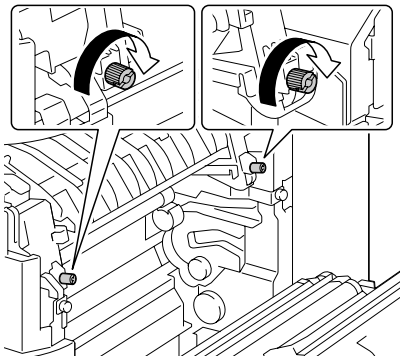
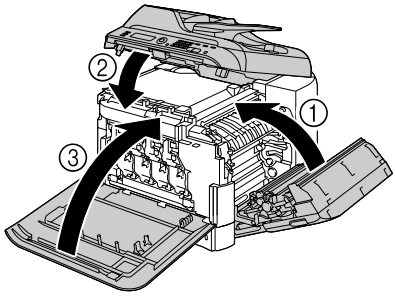
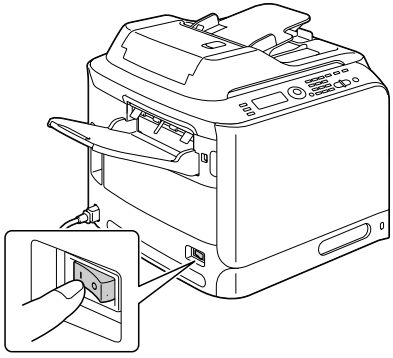
9 Tighten the two screws to secure the fuser unit.



10 Close the right door; slowly lower the scanner unit, and then close the front cover.



11 Reconnect the power cord, and turn on the machine.



12 Reset the counter with `ADMIN. MANAGEMENT/SUPPLIES REPLACE/FUSER UNIT` in the `UTILITY` menu.

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10 Maintenance

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Maintaining the Machine

CAUTION

Read all caution and warning labels carefully, making sure to follow any instructions contained in them. These labels are located on the inside of the machine's covers and the interior of the machine body.

Handle the machine with care to preserve its life. Abuse handling may cause damage and void your warranty. If dust and paper scraps remain on the inside or outside of the machine, machine performance and print quality will suffer, so the machine should be cleaned periodically. Keep the following guidelines in mind.

WARNING!

Turn off the machine, unplug the power cord, and disconnect all interface cables before cleaning. Do not spill water or detergent into the machine; otherwise the machine will be damaged and an electric shock may occur.

CAUTION

The fuser unit is hot. When the right door is opened, the fuser unit temperature drops gradually (one hour wait time).

- Be careful when cleaning the inside of the machine or removing media misfeeds, as the fuser unit and other internal parts may be very hot.
- Do not place anything on top of the machine.
- Use a soft cloth to clean the machine.
- Never spray cleaning solutions directly on the machine's surface; the spray could penetrate through the air vents of the machine and damage the internal circuits.
- Avoid using abrasive or corrosive solutions or solutions that contain solvents (such as alcohol and benzene) to clean the machine.
- Always test any cleaning solution (such as mild detergent) on a small inconspicuous area of your machine to check the solution's performance.
- Never use sharp or rough implements, such as wire or plastic cleaning pads.
- Always close the machine's covers gently. Never subject the machine to vibration.

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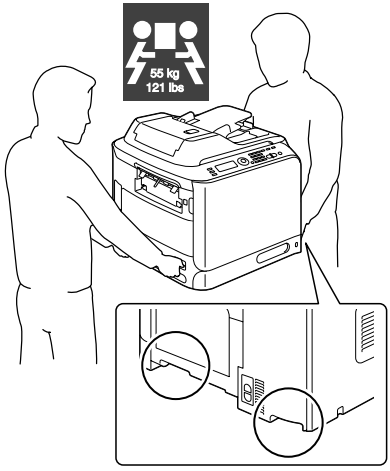
- Do not cover the machine immediately after using it. Turn it off and wait until it cools down.
- Do not leave the machine's covers open for any length of time, especially in well-lit places; light may damage the toner cartridges.
- Do not open the machine during printing.
- Do not tap media stacks on the machine.
- Do not lubricate or disassemble the machine.
- Do not tilt the machine.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the machine and cause the print quality to deteriorate.
- Keep media in the output tray at a minimum level. If the media is stocked too high, your machine may experience media misfeeds and excessive media curl.
- Make sure two people are available to lift the machine when moving it.
  Keep the machine level to avoid toner spillage.



- When lifting the machine, fold up Tray 1 and remove the output tray, and then lift the machine as shown in the illustration at the right.
- If the output tray and lower feeder unit are installed, remove them from the machine and move each part separately.
- If you get toner on your skin, wash it off with cool water and a mild soap.

CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

- Make sure any parts removed during cleaning are replaced before you plug in the machine.

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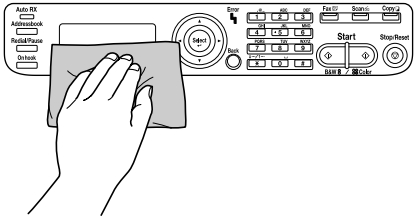
Cleaning the Machine

CAUTION

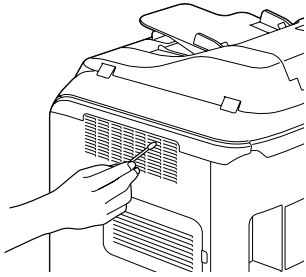
Be sure to turn off the machine and unplug the power cord before cleaning.

Exterior

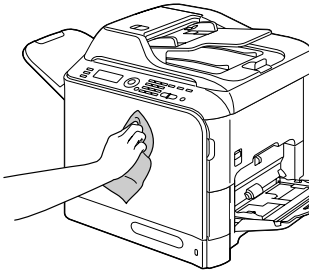
■ Control Panel



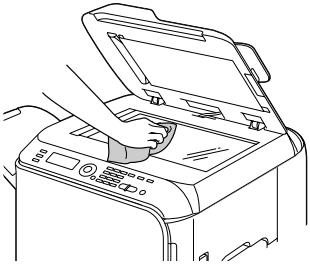
■ Ventilation Grill



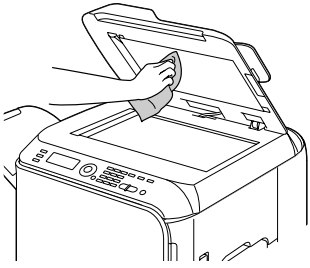
■ Machine Exterior



■ Original Glass



■ Original Cover Pad



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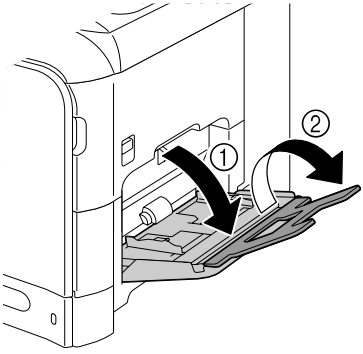
Media Rollers

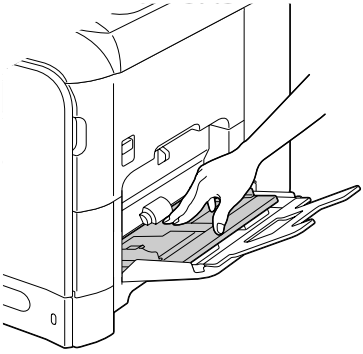
The accumulation of paper dust and other debris on the media rollers can cause media-feeding problems.

Cleaning the Media Feed Rollers (Manual Feed Tray)

1 Open Tray 1.



2 Press down on the center of the paper-lifting plate until the left and right locking tabs (white) lock into place.



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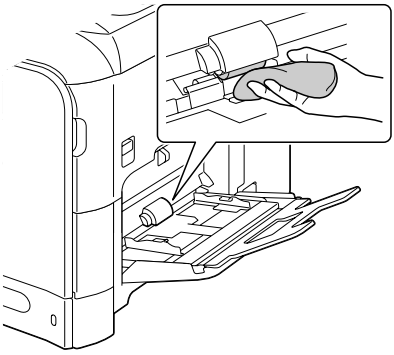
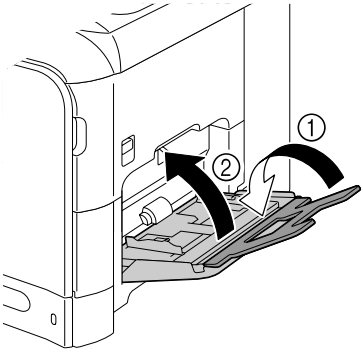
3 Clean the media feed rollers by wiping them with a soft, dry cloth.



4 Close the tray.



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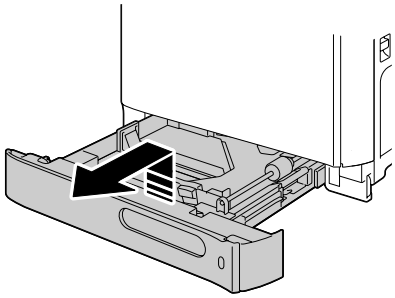
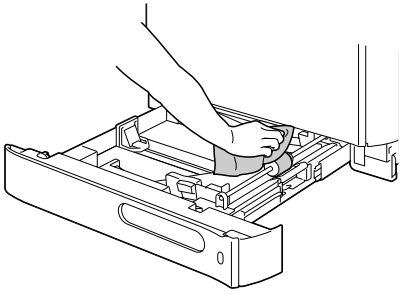
Cleaning the Media Feed Rollers (Tray 2/3)

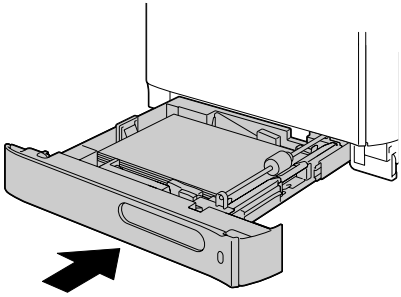
1 Pull out the tray.



2 Clean the media feed rollers by wiping them with a soft, dry cloth.



3 Close the tray.



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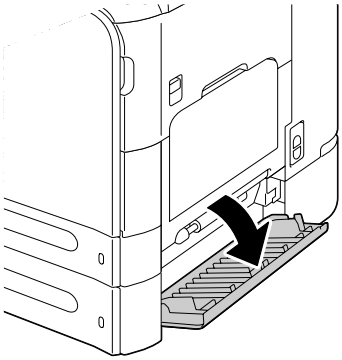
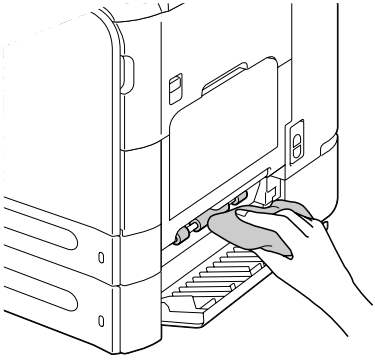
Cleaning the Media Transfer Rollers for Tray 3

1 Open the right side cover of Tray 3.

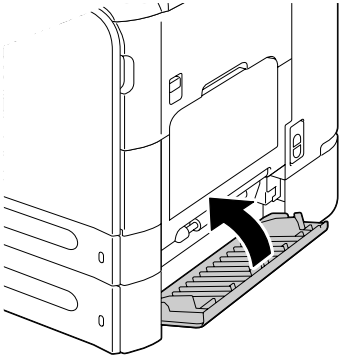
Before opening the right side cover of Tray 3 , fold up Tray 1.



2 Clean the media transfer rollers by wiping them with a soft, dry cloth.



3 Close the right side cover of Tray 3.



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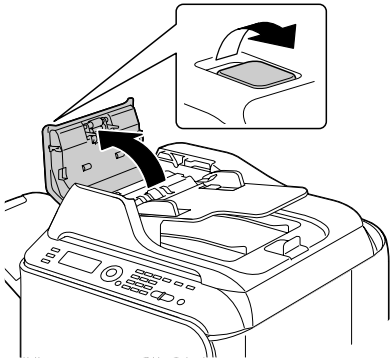
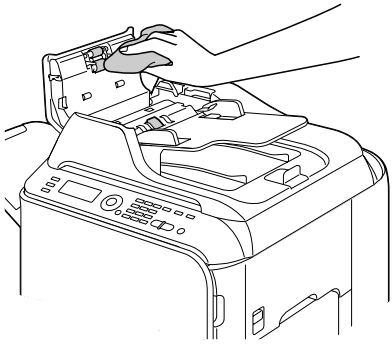
Cleaning the Media Feed Rollers for the ADF

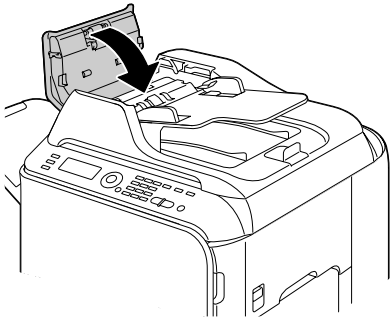
1 Open the ADF feed cover.



2 Clean the media feed rollers by wiping them with a soft, dry cloth.



3 Close the ADF feed cover.



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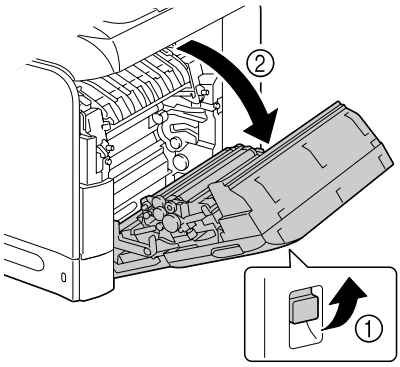
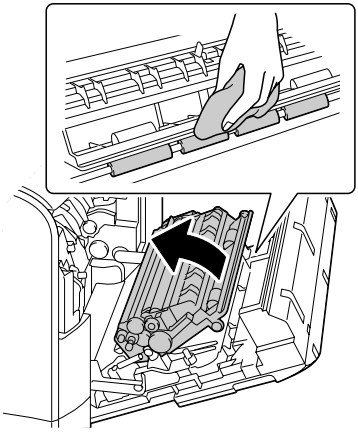
Cleaning the Media Feed Rollers for the Duplex

1 Pull the lever, and then open the right door.

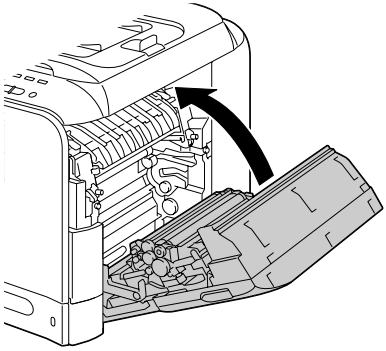
Before opening the right door, fold up Tray 1.



2 Clean the feed rollers by wiping them with a soft, dry cloth.



3 Close the right door.



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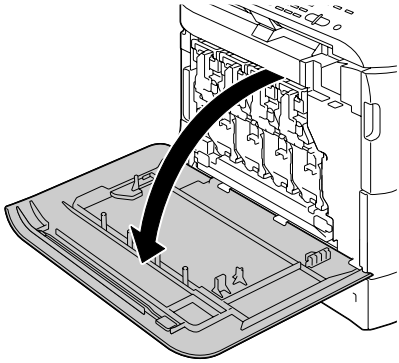
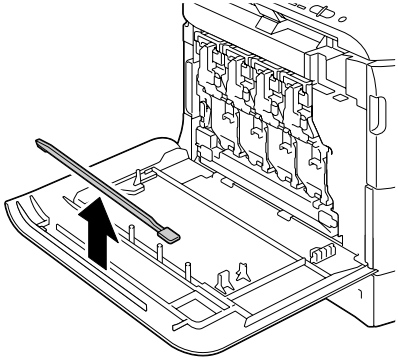
Laser Lens

This machine is constructed with four laser lenses. Clean all lenses as described below. The laser lens cleaning tool should be attached to the inside of the front cover.

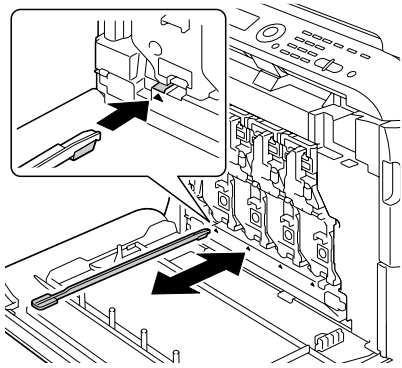
1 Open the machine's front cover and remove the cleaning tool from the machine's front cover.





2 Insert the laser lens cleaning tool into the laser lens cleaning opening, pull it out, and then repeat this back and forth movement 2 or 3 times.

3 Clean between each of the laser lenses in the same way.



The laser lens cleaning tool is included with the machine.
Safely store the laser lens cleaning tool so that it will not be lost.

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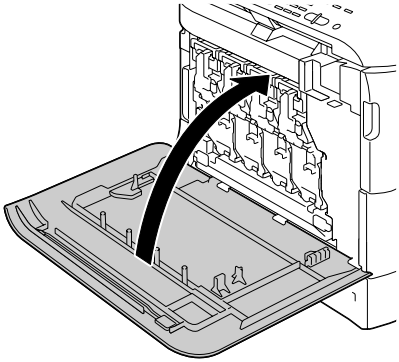
4 Return the laser lens cleaning tool to its holder on the inside of the front cover.

5 Close the front cover.



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11 Troubleshooting

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Introduction

This chapter provides information to aid you in resolving machine problems you may encounter, or at least guide you to the proper sources for help.

Printing a Configuration Page	page 245
Unlocking the Scanner	page 246
Preventing Media Misfeeds	page 247
Understanding the Media Path	page 248
Clearing Media Misfeeds	page 248
Solving Problems with Media Misfeeds	page 270
Solving Other Problems	page 273
Solving Problems with Printing Quality	page 281
Status, Error, and Service Messages	page 287

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Printing a Configuration Page

1. In the main screen, press the ▲ or ▼ key to select REPORT/STATUS, and then press the **Select** key.
2. Press the ▲ or ▼ key to select REPORT, and then press the **Select** key.
3. Press the ▲ or ▼ key to select CONFIGURATION PAGE, and then press the **Select** key.
4. Press the **Start-B&W** key or the **Start-Color** key.

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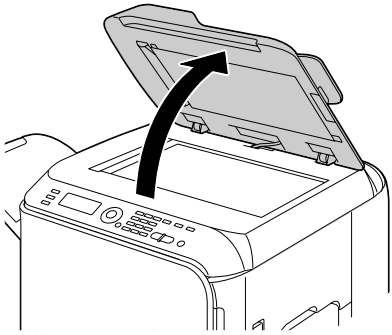
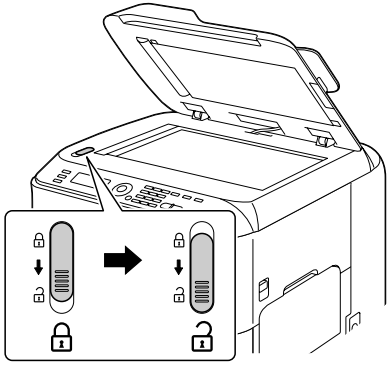
Unlocking the Scanner

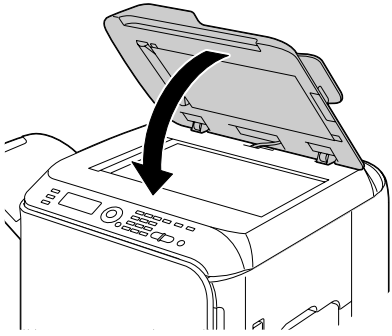
1 Lift open the ADF cover.



2 Move the scanner lock lever to 🔓.



3 Close the ADF cover.



4 Turn off the machine, and then turn it on again.

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Preventing Media Misfeeds

Make sure that...
Media matches the machine specifications.
Media is flat, especially on the leading edge.
The machine is on a hard, flat, level surface.
You store media in a dry location away from moisture and humidity.
You remove transparencies from the output tray immediately after printing to avoid static buildup.
You always adjust the media guides in Tray 2/3 after inserting the media *(a guide that is not properly adjusted can cause poor print quality, media misfeeds, and machine damage)*.
You load the media printing-side up in the tray *(many manufacturers place an arrow on the end of the wrapper to indicate the printing side)*.

Avoid...
Media that is folded, wrinkled, or excessively curled.
Double feeding *(remove the media and fan the sheets—they may be sticking together)*.
Fanning transparencies since this causes static.
Loading more than one type/size/weight of media in a tray at the same time.
Overfilling the trays.
Allowing the output tray to overfill *(the output tray has a 250 sheet capacity—misfeeding may occur if you allow more than 250 sheets of media to accumulate at one time)*.
Allowing the output tray to fill with more than a few transparencies.

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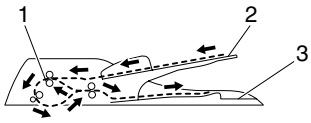
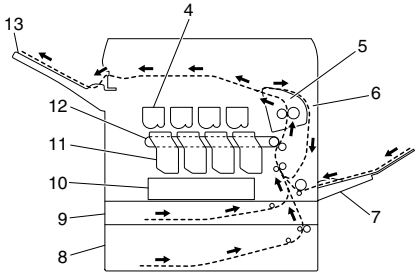
Understanding the Media Path

Understanding the media path will help you locate media misfeeds.

1. ADF media feed rollers
2. Document feed tray
3. Document output tray
4. Toner cartridge
5. Fuser unit
6. Duplex
7. Tray 1 (manual feed tray)
8. Tray 3 (optional lower feed unit)
9. Tray 2
10. Laser
11. Imaging unit
12. Transfer belt unit
13. Output tray



Document path



Media path

Clearing Media Misfeeds

To avoid damage, always remove misfed media gently, without tearing it. Any piece of media left in the machine, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note

The image is not fixed on the media before the fusing process. If you touch the printed surface, the toner may stick to your hands, so be careful not to touch the printed face when removing the misfed media. Make sure not to spill any toner inside the machine.

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CAUTION

Unfused toner can mess your hands, clothes, or anything else it gets on.
If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap.

CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

If, after clearing the media misfeed, the misfeed message in the message window persists, open and close the engine cover. This should clear the misfeed message.

Media Misfeed Messages and Clearing Procedures

Media Misfeed Message	Page Reference
PAPER MISFEED OPEN RIGHT DOOR	page 253
PAPER MISFEED OPEN TRANSPORT DOOR	page 256
FUSER JAM OPEN RIGHT DOOR	page 262
TRANSFER ROLLER JAM OPEN TRANSPORT DOOR	page 256
VERTICAL TRANS JAM OPEN RIGHT DOOR	page 253
DUPLEX LOWER JAM OPEN RIGHT DOOR	page 261
DUPLEX UPPER JAM OPEN RIGHT DOOR	page 261

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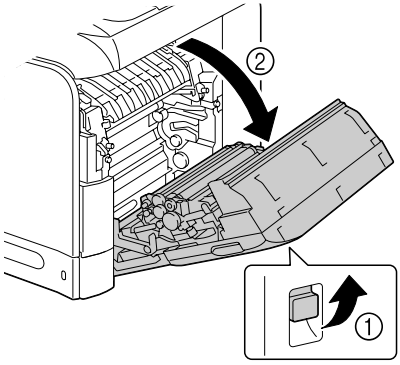
Media Misfeed Message	Page Reference
MP TRAY JAM OPEN RIGHT DOOR	page 250
HORIZONTAL TRANS JAM OPEN FRONT COVER UP SCANNER UNIT	page 268
OUTPUT JAM OPEN FRONT COVER UP SCANNER UNIT	page 268
SWITCH BACK JAM OPEN FRONT COVER UP SCANNER UNIT	page 266
ORIGINAL DOC. JAM OPEN DOC.FEED COVER	page 259

Clearing a Media Misfeed from Tray 1 (Manual Feed Tray) and Transfer Roller

1 Pull the lever, and then open the right door.

Before opening the right door, fold up Tray 1.



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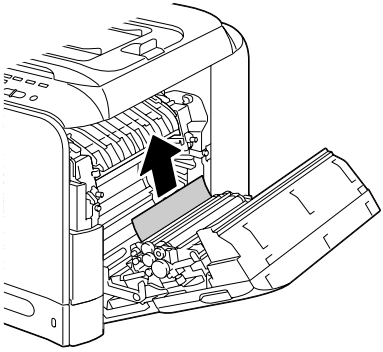
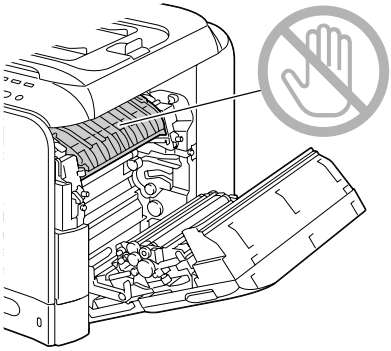
2 Carefully pull out the misfed media.



CAUTION

The area around the fuser unit is extremely hot.
Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.



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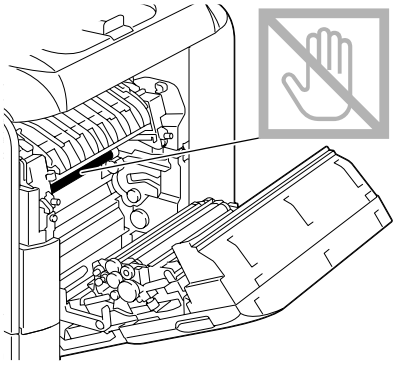
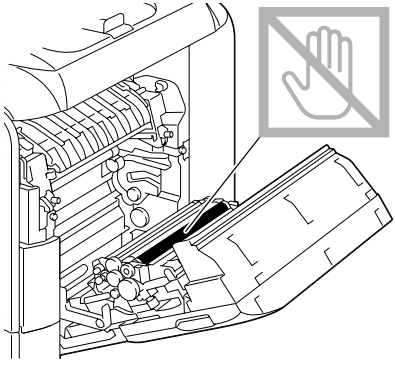
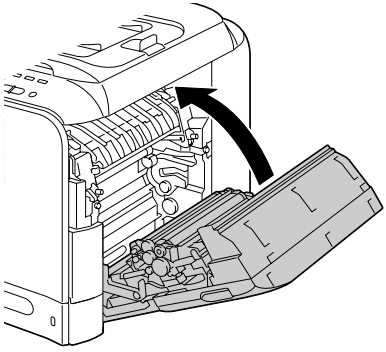
Note

Decreased print quality may result if the surface of the image transfer belt or the transfer roller is touched.
Be careful not to touch the surface of the image transfer belt or transfer roller.





3 Close the right door.



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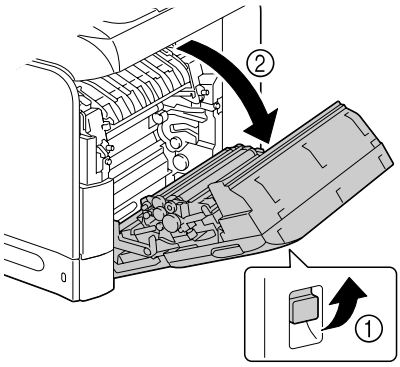
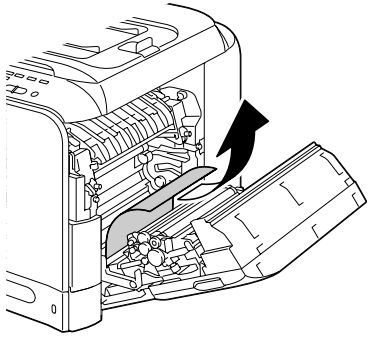
Clearing a Media Misfeed in Tray 2

1 Pull the lever, and then open the right door.

Before opening the right door, fold up Tray 1.



2 Carefully pull out the misfed media.



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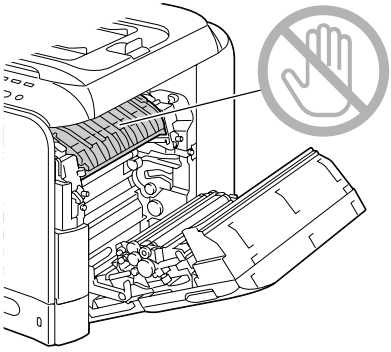
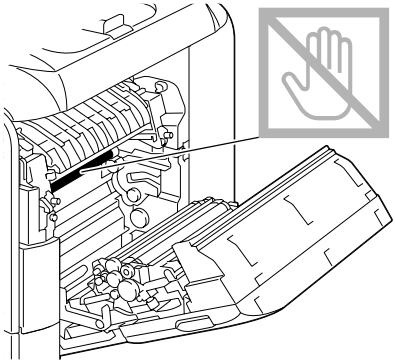
CAUTION

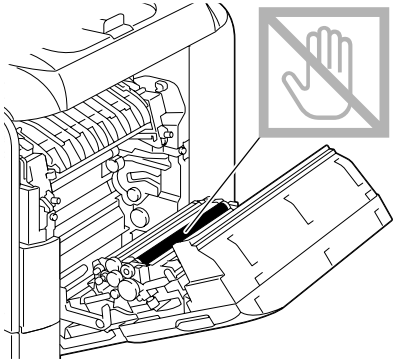
The area around the fuser unit is extremely hot.
Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.



Note

Decreased print quality may result if the surface of the image transfer belt or the transfer roller is touched.
Be careful not to touch the surface of the image transfer belt or transfer roller.





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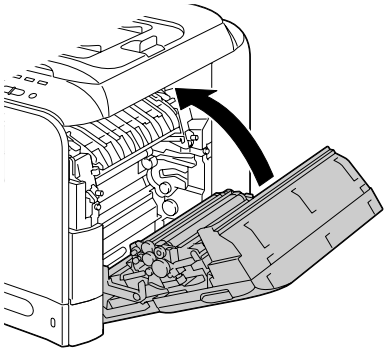
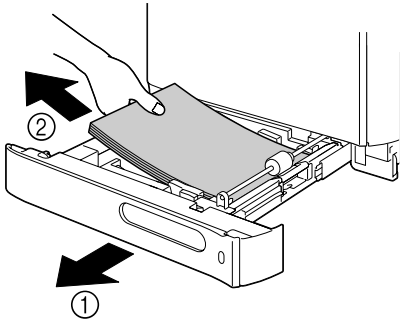
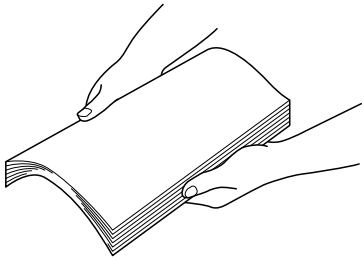
3 Close the right door.



4 Pull out Tray 2, and then remove all media from the tray.



5 Fan the media you removed and then align it well.



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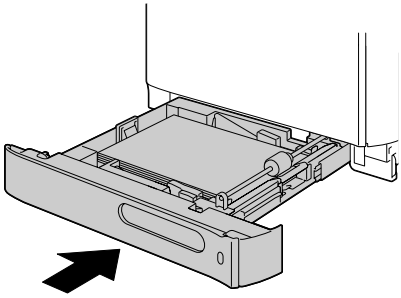
6 Load the media face up in Tray 2.

Make sure that the media is flat.

Do not load paper above the ▼ mark.

Slide the media guides against the edges of the media.

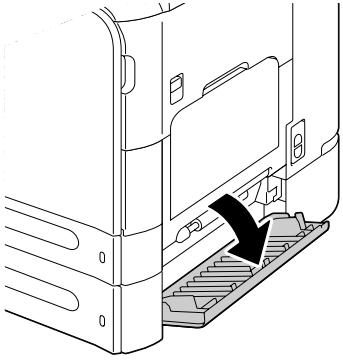
7 Close Tray 2.



Clearing a Media Misfeed in Tray 3

1 Open the right side cover of Tray 3.

Before opening the right side cover of Tray 3, fold up Tray 1.



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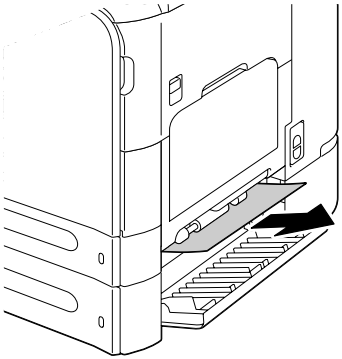
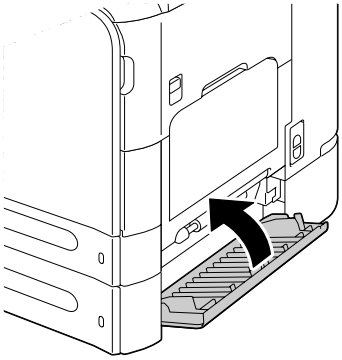
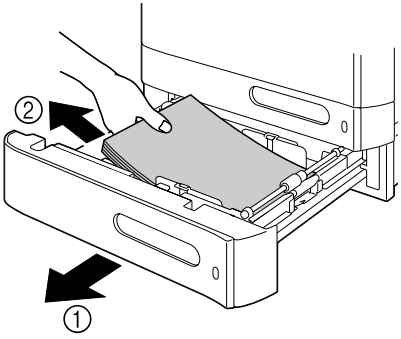
2 Carefully pull out the misfed media.



3 Close the right side cover of Tray 3.



4 Pull out Tray 3, and then remove all paper from the tray.



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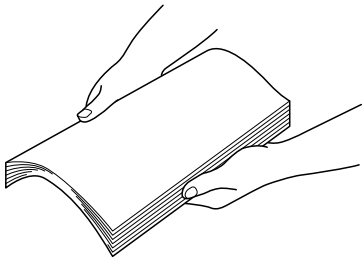
5 Fan the paper you removed and then align it well.



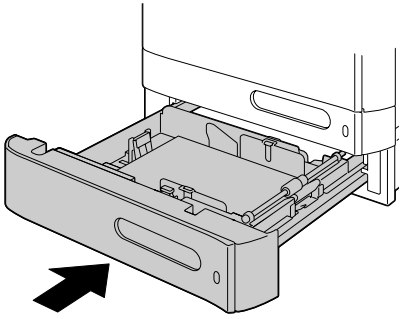
6 Load the paper face up in Tray 3.

Make sure that the paper is flat.

Do not load paper above the ▼ mark.

Slide the media guides against the edges of the paper.

7 Close Tray 3.



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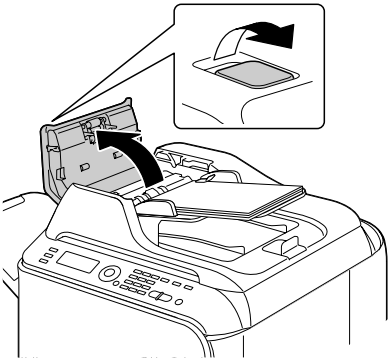
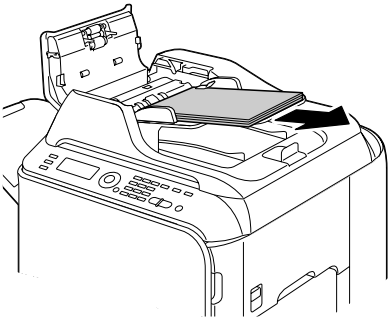
Clearing a Media Misfeed from the ADF

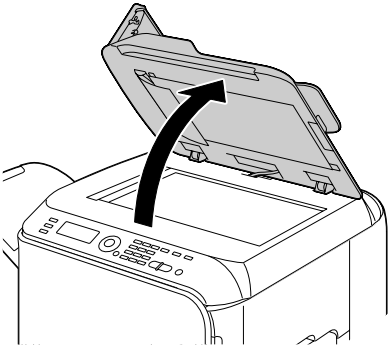
1 Open the ADF feed cover.



2 Remove the document from the ADF document feed tray.



3 Lift to open the ADF cover.



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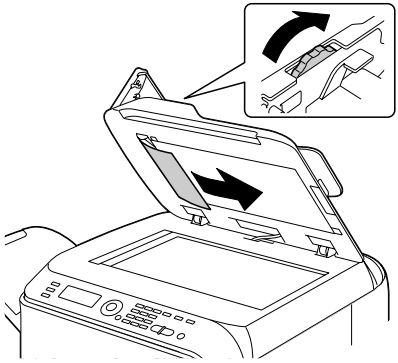
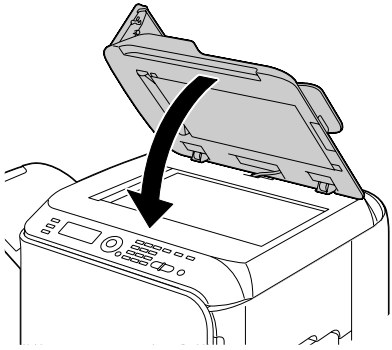
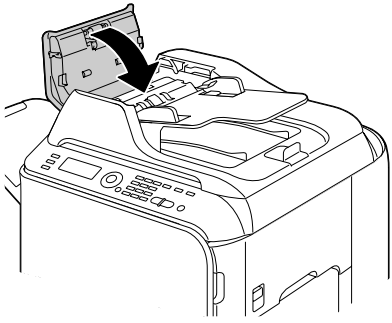
4 Remove any misfed media.



5 Close the ADF cover.



6 Close the ADF feed cover.



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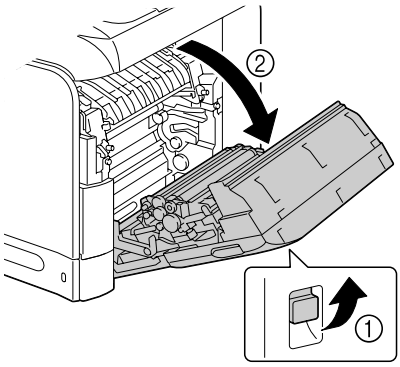
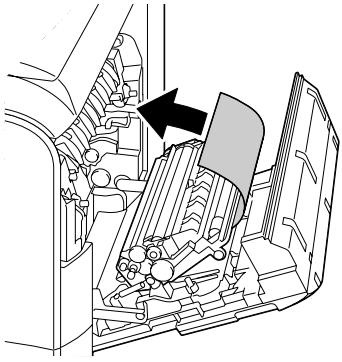
Clearing a Media Misfeed from the Duplex

1 Pull the lever, and then open the right door.

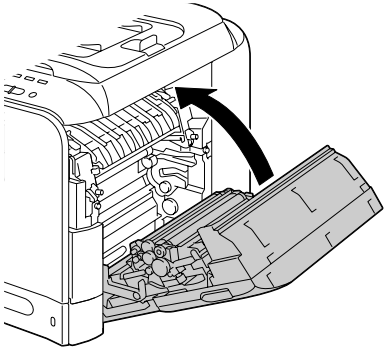
Before opening the right door, fold up Tray 1.



2 Carefully pull out the misfed media.



3 Close the right door.



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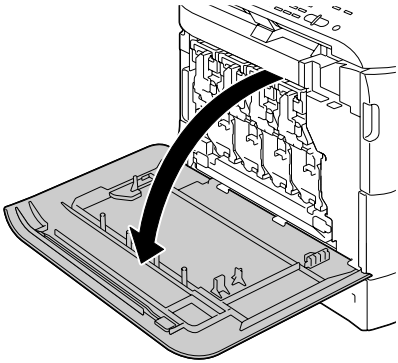
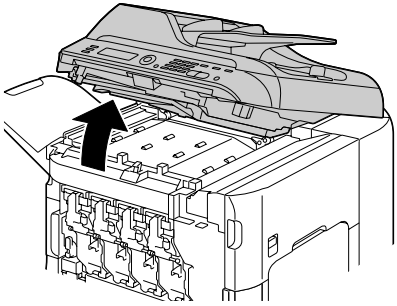
Clearing a Media Misfeed from the Fuser Unit

1 Open the machine's front cover.

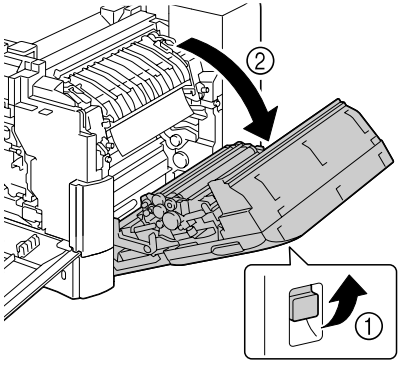


2 Slowly raise the scanner unit, and open the cover.



3 Pull the lever, and then open the right side cover.

Before opening the right door, fold up Tray 1.



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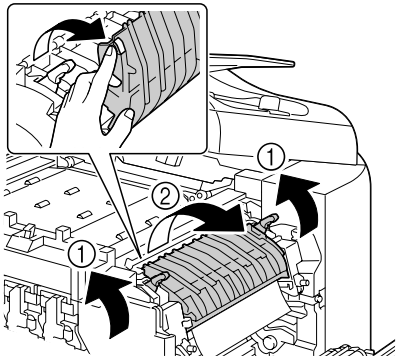
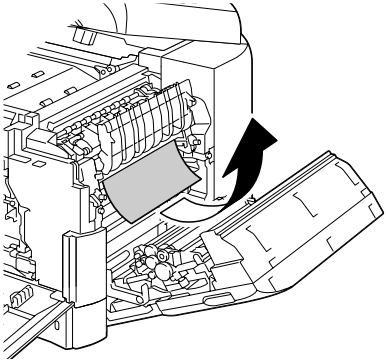
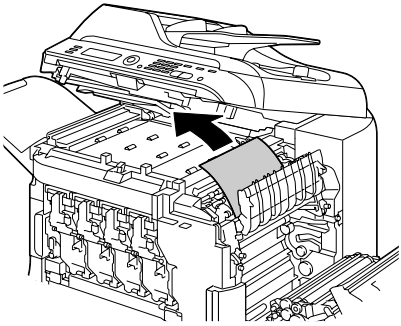
4 Push up the levers of the fuser unit cover, and then open the cover.



5 Carefully pull out the misfed media.



If the misfed media cannot be removed by pulling it down, pull it from the top of the fuser unit.



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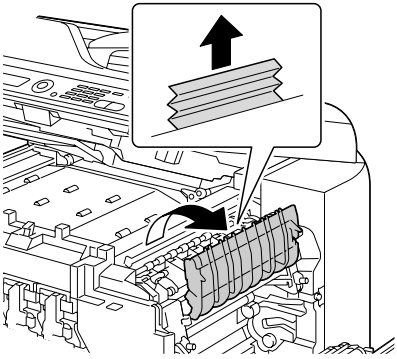
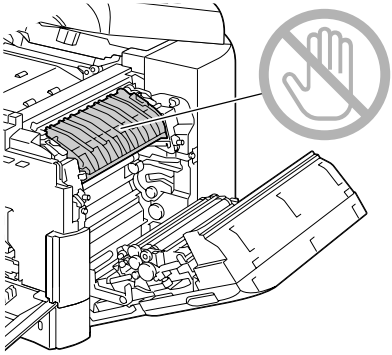
If the paper becomes crinkled and jammed in the fuser unit, open the fuser unit cover, and then remove the paper.



CAUTION

The area around the fuser unit is extremely hot.
Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.



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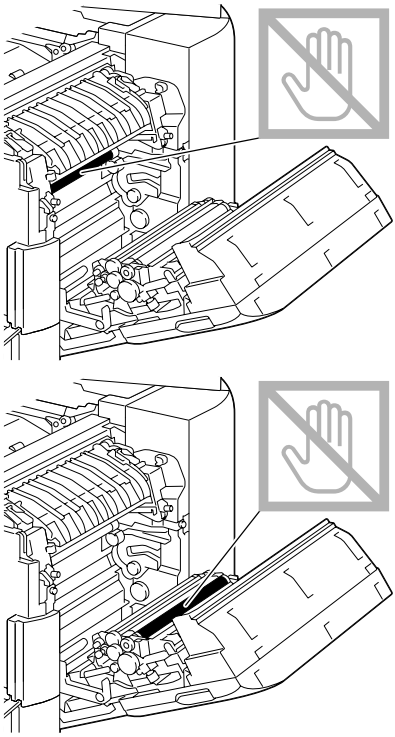
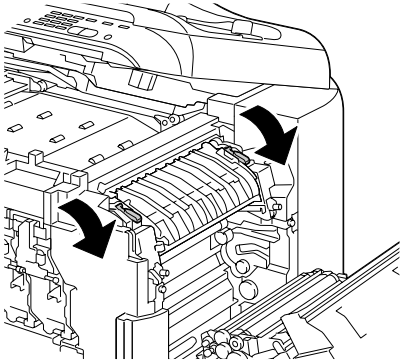
Note

Decreased print quality may result if the surface of the image transfer belt or the transfer roller is touched.
Be careful not to touch the surface of the image transfer belt or transfer roller.



6 Push down the levers.



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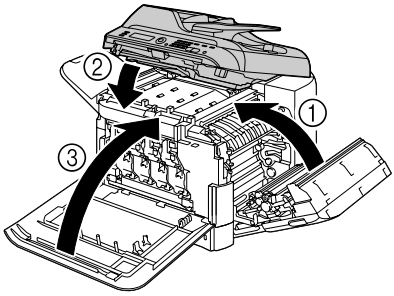
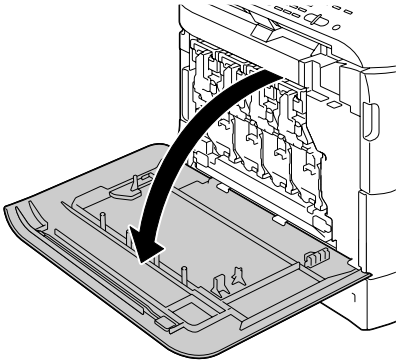
7 Close the right door; slowly lower the scanner unit, and then close the front cover.

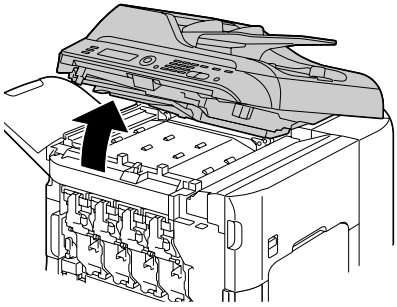


Clearing a Media Misfeed from the Switchback

1 Open the machine's front cover.



2 Slowly raise the scanner unit, and open the cover.



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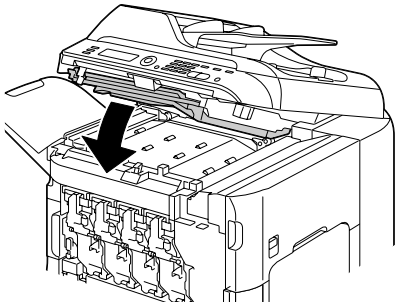
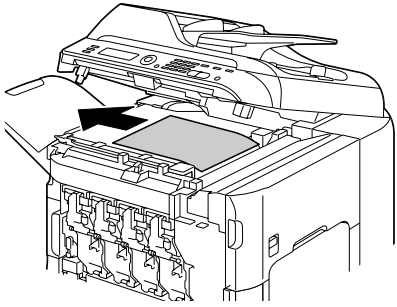
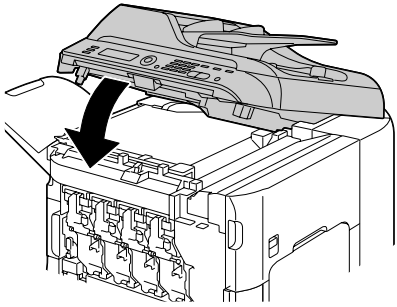
3 Slowly lower the horizontal transport unit cover.



4 Carefully pull out the misfed media.



5 Slowly lower the scanner unit.



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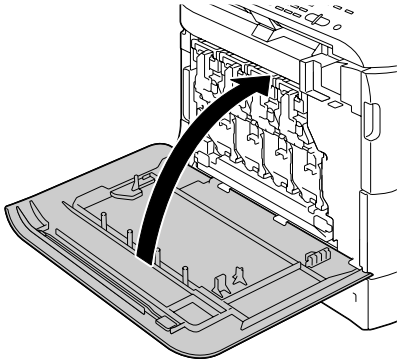
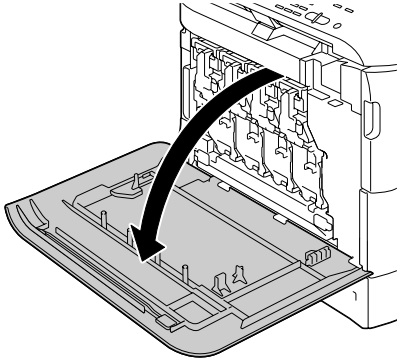
6 Close the front cover.

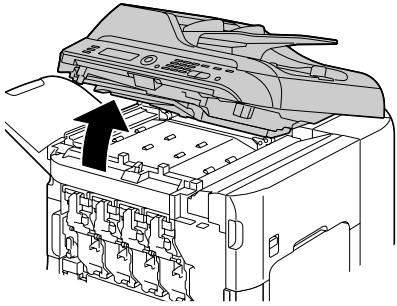


Clearing a Media Misfeed from the Horizontal Transport Area

1 Open the machine's front cover.



2 Slowly raise the scanner unit, and open the cover.



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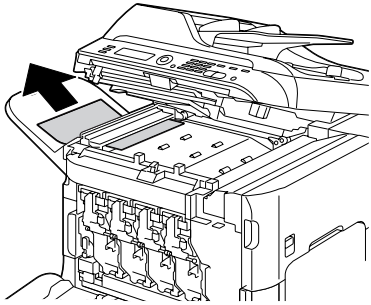
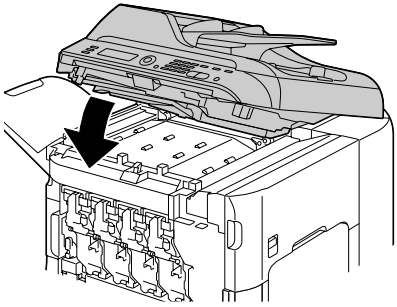
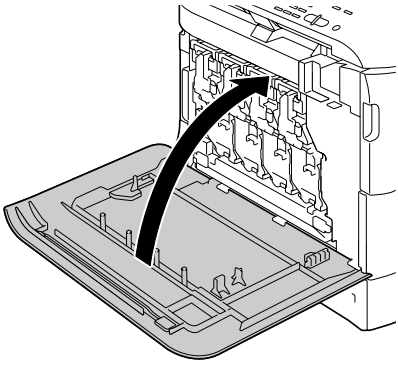
3 Carefully pull out the misfed media.



4 Close the cover, and slowly lower the scanner unit.



5 Close the front cover.



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Solving Problems with Media Misfeeds

Frequent misfeeds in any area indicate that area should be checked, repaired, or cleaned. Repeated misfeeds may also happen if you're using unsupported print media or original media.

Symptom	Cause	Solution
Several sheets go through the machine together.	The front edges of the media are not even.	Remove the media and even up the front edges, then reload it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Too much static electricity is present.	Do not fan transparencies.
Media misfeed message stays on.	Front cover needs to be opened and closed again to reset the machine.	Open and close the front cover again.
	Some media remains misfed in the machine.	Check the media path again to make sure that you have removed all of the misfed media.
Duplex misfeeds.	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See "Specifications" on page 106. Also, refer to http://printer.konicaminolta.com for a complete list of currently approved media.
		Plain paper, recycled paper can be autoduplexed if the media type is set properly in the driver. See "Specifications" on page 106.
		Make sure that you have not mixed media types in the tray.
		Do not duplex, envelopes, labels, letter head, postcards, thick stock, glossy media, or transparencies.
	Media is still being misfed.	Check the media path inside the duplex again to make sure that you have removed all of the misfed media.

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Symptom	Cause	Solution
Media is misfed in the ADF.	The loaded document does not meet the specifications.	Load the correct document. For details on the documents that can be loaded, refer to “Documents that can be loaded into the ADF” on page 133.
	The loaded document exceeds the maximum capacity.	Load the document so that it does not exceed the maximum capacity. For details on the documents that can be loaded, refer to “Documents that can be loaded into the ADF” on page 133.
	The document guides were not slid against the edges of the document.	Slide the document guides against the edges of the document. For details on loading the document, refer to “Loading a document into the ADF” on page 136.
Media is misfeeding.	The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray.
	The number of sheets in the tray exceeds the maximum allowed.	Remove the excess media and reload the correct number of sheets in the tray.
	The media guides are not correctly adjusted to the media size.	Adjust the media guides in the Tray 1 to match the size of the media.
	Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Envelopes, labels, postcards, thick stock, letterhead, glossy media, or transparencies are loaded in Tray 2.	Special media must be loaded in Tray 1 only.
	The recommended transparency or label sheet is facing the wrong way in Tray 1.	Load the transparencies or label sheets according to the manufacturer’s instructions.

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Symptom	Cause	Solution
Media is misfeeding.	Envelopes are facing the wrong way in Tray 1.	Load the envelopes in Tray 1 with the flaps facing up.
		If the flaps are on the long edge, load the envelopes with the flap edge toward the machine and the flap side facing up.
	Transparencies have collected static electricity in the tray.	Remove the transparencies and load them in Tray 1 one sheet at a time. Do not fan transparencies before loading them.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See “Specifications” on page 106. Also, refer to http://printer.konicaminolta.com for a complete list of currently approved media.
	The media feed roller is dirty.	Clean the media feed roller. For more details, refer to “Media Rollers” on page 235.

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Solving Other Problems

Symptom	Cause	Solution
Machine power is not on.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	Something is wrong with the outlet connected to the machine.	Plug another electrical appliance into the outlet and see whether it operates properly.
	The power switch is not correctly turned on (I position).	Turn the power switch off (O position), then turn it back to the on (I position).
	The machine is connected to an outlet with a voltage or frequency that does not match the machine specifications.	Use a power source with the specifications listed in appendix A, “Technical Specifications.”
The control panel displays `Toner Low` much sooner than expected.	One of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	Printed with heavy toner coverage.	See specifications in Appendix A.
Cannot print the machine status list.	The tray is empty.	Check that at least Tray 1 is loaded with media, in place, and secure.
	There is a media misfeed.	Clear the media misfeed.
When the paper type or paper size for Tray 1 is changed, `Check Fax Mode` appears.	If a fax is received, it could not be printed on paper of the currently specified type or size. However, copy and print operations can be performed.	Press the **Fax** key, and then check the error details. To print a received fax, change the paper type to `PLAIN PAPER` and the paper size to `A4`, `LEGAL`, `LETTER` or `OFICIO` (Mexico only).

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Symptom	Cause	Solution
Images cannot be printed from the digital camera.	The connected digital camera is not compatible with PictBridge.	Use a digital camera compatible with PictBridge.
	The digital camera transfer mode is not set to PictBridge.	Set the digital camera transfer mode to PictBridge.
	CAMERA DIRECT for this unit is set to DISABLE.	Change the setting for UTILITY/ADMIN. MANAGEMENT/CAMERA DIRECT to ENABLE.
	A public user is not specified for user authentication.	Contact the administrator of this unit.
Printing from a USB memory device is not possible.	The file format (file extension) is not one that can be printed.	Only files with the format (extension) for JPEG, TIFF, XPS or PDF can be printed.
	A public user is not specified for user authentication.	Contact the administrator of this unit.

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Symptom	Cause	Solution
Printing takes too much time.	The machine is set to a slow printing mode (for example, thick stock or transparency).	It takes more time to print with special media. When using regular paper, make sure that the media type is set properly in the driver.
	The machine is set to power saving mode.	It takes time for printing to start in power saving mode.
	The job is very complex.	Wait. No action needed.
	There is not enough machine memory.	Install the optional memory to increase the machine's memory capacity.
	A toner cartridge for a different region or an unapproved toner cartridge is installed (`Wrong Toner X` is displayed in the message window).	Install a correct KONICA MINOLTA toner cartridge approved for your specific machine.
	If an error has been detected during printing job transmission in the Copy mode, it takes a while to process the error and resume the printing operation.	Wait. No action needed.
Blank pages are printed.	One or more of the toner cartridges are defective or empty.	Check the toner cartridges. The image will not print correctly or not at all, if the cartridges are empty.
	The wrong media is being used.	Check that the media type.

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Symptom	Cause	Solution
Not all pages print.	A different user accidentally canceled the job.	Try printing the remaining pages.
	The tray is empty.	Check that the tray is loaded with media, in place, and secure.
	A document is printed with an overlay file which has been created by an unsuitable printer driver.	Print the overlay file using a suitable printer driver.
Some parts of the image are lost with 2in1 (4in1) copying.	When printing envelopes, the zoom ratio was specified, and then 2in1 (4in1) copying was set.	With 2in1 (4in1) copying, the zoom ratio is automatically adjusted. For 2in1 (4in1) copying on media with a narrow printing area, such as envelopes, set 2in1 (4in1) copying, and then adjust the zoom ratio, if necessary.
Machine resets or turns off frequently.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	A system error occurred.	Contact Technical Support with the error information.

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Symptom	Cause	Solution
You are experiencing duplex problems.	Media or settings are not correct.	Make sure that you are using correct media. ■ See “Specifications” on page 106. Also, refer to http://printer.konicaminolta.com for a complete list of currently approved media. ■ Do not duplex custom-sized media, envelopes, labels, postcards, thick stock, letterhead, glossy media, or transparencies. ■ Make sure that you have not mixed media types in the tray.
		In the Windows printer driver (Layout/Print Type), choose "Double-Sided."
		Set duplex (Double-Sided) copying. For details on setting duplex (Double-Sided) copying, refer to “Setting Duplex (Double-Sided) Copying” on page 163.
		For N-up on duplexed pages, choose Collate only in the printer driver’s Basic Tab. Do not set collation in the application.
It takes a very long time to transfer scan data to the USB memory device.	The response time may be slow depending on the USB memory device that is used.	Wait until the transfer is finished.
It is not possible to enter Scan mode or Fax mode.	An error has occurred in Copy mode.	Correct the cause of the error, and then enter a different mode.
With N-up on multiple copies, the output is incorrect.	Both the printer driver and the application have been set for collation.	For N-up on multiple copies, choose Collate only in the printer driver’s Basic Tab. Do not set collation in the application.

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Symptom	Cause	Solution
Booklet Left and Right Binding output is incorrect.	Both the printer driver and the application have been set for collation.	For Booklet Left Binding and Booklet Right Binding, choose Collate only in the printer driver's Basic Tab. Do not set collation in the application.
You hear unusual noises.	The machine is not level.	Place the machine on a flat, hard, level surface.
	The tray is not installed correctly.	Remove the tray that you are printing from and reinsert it completely into the machine.
	There is a foreign object stuck inside the machine.	Turn off the machine and remove the object. If you cannot remove it, contact Technical Support.
When copying or scanning with the ADF, a band appears at the end of the image or paper (5 to 6 mm).	A malfunction may have occurred while paper was being transferred with the ADF.	If a band appears in the copy after copying, select a copy density setting that is one level darker. If a band appears in the image after scanning, scan using the original glass.
Cannot copy with the ADF.	Envelope DL, Envelope Monarch, or Envelope C6 is set to the ADF.	Place the document on the original glass. With the Envelope DL size, some areas may not be copied.
While scanning with the ADF at 600 dpi, the image has become lighter and the background has become darker.	Immediately after the machine is turned on, the lamp intensity increases. Therefore, the image may become lighter and the background may become darker.	If the image becomes lighter or darker, scan using the original glass. In addition, perform the scan operation after turning the machine on and lighting the lamp for an hour and a half or more.
Scanned images are noisy.	Resolution is set to 150 x 150 dpi while the scan mode is set to MIX or TEXT.	Set the scan mode to PHOTO.

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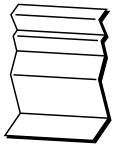
Symptom	Cause	Solution
Some areas of the scanned image are missing.	Acrobat 8 (Macintosh version) is used for scanning the image.	With the Acrobat Scan setting, turn off the OCR and Filtering functions.
The web-based utility cannot be accessed.	The PageScope Web Connection Administrator's password is incorrect.	The PageScope Web Connection Administrator password has a 0-character minimum and an 16-character maximum. For details of the PageScope Web Connection administrator password, refer to the Reference Guide on the Documentation CD/DVD.
Media is wrinkled. 	The media is moist from humidity or having water spilled on it.	Remove the moist media and replace it with new, dry media.
	The media feed roller or fuser unit is defective.	Check them for damage. If necessary, contact Technical Support with the error information.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See “Specifications” on page 106. Also, refer to http://printer.konicaminolta.com for a complete list of currently approved media.
Data was sent to the machine, but it doesn't print.	An error message is displayed in the message window.	Handle according to the message displayed.
	A job may be cancelled if user authentication setting is specified.	Click the User Authentication button in the printer driver, and then type in the necessary information before printing.

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Symptom	Cause	Solution
The hard disk was automatically formatted.	The hard disk was full.	When the control panel displays HDD NEAR FULL, delete print jobs and resources (fonts, forms, etc.) which were saved on the hard disk using Download Manager or PageScope Web Connection.
The CompactFlash card was automatically formatted.	The CompactFlash card was full.	When the control panel displays MEMORY CARD NEAR FULL, delete resources (fonts, forms, etc.) which were saved on the memory card using Download Manager or PageScope Web Connection.

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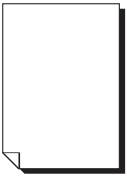
Solving Problems with Printing Quality

Symptom	Cause	Solution
Nothing is printed, or there are blank spots on the printed page. 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check if any is damaged.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Adjust the humidity for media storage. Remove the moist media and replace it with new, dry media.
	The media set in the printer driver mis-matches the media loaded in the machine.	Load the correct media in the machine.
	Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media (but not transparencies), and replace it in the tray.
Entire sheet is printed in black or color.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

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Symptom	Cause	Solution
Image is too light; there is low image density.	Laser lens is dirty.	Clean the laser lens.
	The copy density is set too light.	Select a darker copy density.
	The media is moist from humidity.	Remove the moist media and replace with new, dry media.
	There is not much toner left in the cartridge.	Replace the toner cartridge.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	Media type is set incorrectly.	When printing envelopes, labels, letter head, postcards, thick stock, glossy media, or transparencies, specify the appropriate media type in the printer driver.
Image is too dark.	The copy density is set too dark.	Select a lighter copy density.
	The document was not pressed close enough against the original glass.	Position the document so that it is pressed close enough against the original glass. For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 135.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

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Symptom	Cause	Solution
Image is blurred; background is lightly stained; there is insufficient gloss of the printed image. 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
	The original glass is dirty.	Clean the original glass. For details, refer to “Cleaning the Machine” on page 234.
	The original cover pad is dirty.	Clean the original cover pad. For details, refer to “Cleaning the Machine” on page 234.
The print or color density is uneven. 	One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
	The machine is not level.	Place the machine on a flat, hard, level surface.
Irregular print or mottled image appears. 	The media is moist from humidity.	Adjust the humidity in the media storage area. Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See “Specifications” on page 106. Also, refer to http://printer.konicaminolta.com for a complete list of currently approved media.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.

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Symptom	Cause	Solution
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
There is insufficient fusing or the image comes off when rubbed.	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use KONICA MINOLTA-approved media. See “Specifications” on page 106. Also, refer to http://printer.konicaminolta.com for a complete list of currently approved media.
	Media type is set incorrectly.	When printing envelopes, labels, letter head, postcards, thick stock, or transparencies, specify the appropriate media type in the printer driver.
There are toner smudges or residual images.	One or more of the toner cartridges are defective or installed incorrectly.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
There are toner smudges on the back side of the page (whether or not it has been duplexed).	The media transfer roller is dirty.	Clean the media transfer roller.
		If you think the transfer roller should be replaced, contact Technical Support with the error information.
	The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
	One or more of the toner cartridges are defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

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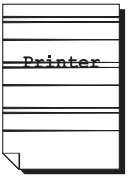
Symptom	Cause	Solution
Abnormal areas (white, black, or color) appear in a regular pattern. 	The laser lens is dirty.	Clean the laser lens.
	A toner cartridge may be defective.	Remove the toner cartridges with the color causing the abnormal image. Replace it with a new toner cartridge.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
Image defects. 	The laser lens is dirty.	Clean the laser lens.
	A toner cartridge may be leaking.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
Lateral lines or bands appear on image. 	The machine is not level.	Place the machine on a flat, hard, level surface.
	The media path is dirty with toner.	Print several sheets and the excess toner should disappear.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	One or more of the imaging units is defective.	Remove the imaging units and check for damage. If it is damaged, replace it.
Colors look drastically wrong.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and verify that the toner is distributed evenly on each cartridge roller, and reinstall the toner cartridges.

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Symptom	Cause	Solution
Colors are not registering properly; colors are mixed or have page-to-page variation.	Gradations are not adjusted correctly.	Set MACHINE SETTING/CALIBRATION in the UTILITY menu to ON, and then perform the AIDC color calibration. For details, refer to "MACHINE SETTING Menu" on page 33.
	The front cover is opened during the calibration.	
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Line art does not print in color.	The line art setting for 2400 x 600 dpi requires Color Matching to be turned off.	In the printer driver, go to Quality tab and choose Off in the Color Matching.
		Lower the resolution to 1200 x 600 or 600 x 600 dpi.
The color has a poor reproduction or has poor color density.	One or more of the imaging units may be defective.	Remove the imaging units and check for damage. If it is damaged, replace it.

If the problem is not resolved, even after all of the above have been performed, contact Technical Support with the error information.

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Status, Error, and Service Messages

Status, error, and service messages are displayed in the message window. They provide information about your machine and help you locate many problems. When the condition associated with a displayed message has changed, the message is cleared from the window.

Status Messages

This message...	means...	Do this...
ACCEPTED	The settings were applied.	No action needed.
DATA RECEIVING	This machine is receiving data.	
ENERGY SAVE (Nothing displayed)	The machine is in Energy Save mode to reduce power consumption during periods of inactivity.	
NONE	The object does not exist.	
PC SCAN CANCEL	The scan job was canceled from the driver.	
PLEASE WAIT!	The AIDC color calibration is being performed. The AIDC color calibration is performed automatically in the following circumstances. ■ When the machine is turned on ■ When the machine recovers from Energy Save (Sleep) mode ■ When the machine is restarted after settings have been changed ■ After a toner cartridge is replaced This process maintains optimum print quality.	

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This message...	means...	Do this...
PRINT WAITING	The machine is waiting to print.	
PRINTING	The machine is printing.	
SEARCHING	The machine is searching data.	
SCANNING	The machine is scanning the document.	
Warming Up	The machine is warming up or AIDC is being performed.	

Error Messages

For details on fax error messages, refer to the Facsimile User's Guide on the Documentation CD/DVD.

This message...	means...	Do this...
2-SIDED SCAN SETTING SET ORIGINAL TO ADFR	The document is not loaded into the ADF while duplex (double-sided) scanning is set.	Load the document into ADF.
ADDRESS IS TOO LONG	The e-mail address retrieved from the LDAP server exceeds 64 characters.	This machine can handle addresses containing no more than 64 bytes. Use a shorter address.
CANNOT CONNECT xxx Server	A connection with the specified server could not be established.	Check the settings in the NETWORK SETTING menu, and then try connecting again.
CANNOT GET IP xxx Server	The IP address of the specified server could not be obtained from the DNS server.	Check the settings in the NETWORK SETTING menu, and then try sending the data again.

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This message...	means...	Do this...
PC CONNECTION FAILED	While data was being sent in Scan mode, the connection to the computer was interrupted.	Check the connection with the computer and the scanner driver status, and then try sending the data again.
COMMUNICATION ERROR USB Memory	While data was being sent in Scan mode, the connection to the USB memory device was interrupted.	Check the connection to the USB memory device, and then try sending the data again.
COMMUNICATION ERROR xxx Server	While data was being sent in Scan mode, the connection to the server was interrupted.	Check the settings in the NETWORK SETTING menu, and then try sending the data again.
DISCONNECT USB Memory	The connection to the USB memory device was interrupted.	Check the connection to the USB memory device, and then try sending the fax again.
DISCONNECT xxx Server	The connection to the server was interrupted.	Check the settings in the NETWORK SETTING menu, and then try connecting again.
Fuser Unit Life	The time to replace the fuser unit has been reached.	Replace the fuser unit.
HOLD JOB ERROR UNABLE TO STORE JOB	The hard disk kit is not installed on the machine so a job to be stored could not be received.	To store jobs, install the optional hard disk kit on the machine.
HOLD JOB ERROR MEMORY FULL	Since the memory is full, stored jobs cannot be printed.	Create free space on the memory, and then try printing the stored jobs again.
HOLD JOB ERROR NO TRAY3	Since Tray 3 is not installed, stored jobs cannot be printed.	To print the jobs, install Tray 3, and then try printing the stored jobs again.

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This message...	means...	Do this...
ILLEGAL MEMORY CARD	An incompatible CompactFlash card is installed.	Install a compatible CompactFlash card.
INCORRECT HDD	A hard disk drive that was formatted with a different machine has been installed.	Format the hard disk with this machine, or install a hard disk drive formatted with this machine.
INCORRECT MEMORY CARD	A CompactFlash card that was formatted with a different machine has been installed.	Format the CompactFlash card with this machine, or install a CompactFlash card formatted with this machine.
I-UNIT END REPLACE x	The time to replace the indicated imaging unit has been reached.	Replace the indicated imaging unit.
I-Unit End x	The time to replace the indicated imaging unit has been reached.	Replace the indicated imaging unit.
I-Unit Life (x)	The time to replace the indicated imaging unit has been reached.	Replace the indicated imaging unit.
I-Unit Low x	The indicated imaging unit is low and should be replaced within 200 pages at 5% coverage of Letter/A4 paper.	Prepare the indicated imaging unit.
HDD NEAR FULL	A job to be stored was received even though the hard disk kit is not installed on the machine.	Delete jobs stored on the hard disk, or format the appropriate user area.
INCORRECT TONER CHANGE x TONER	The indicated toner cartridge is not correct.	Replace the indicated toner cartridge with a correct one.

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This message...	means...	Do this...
INCORRECT PAPER SIZE	The paper size set in the tray is not correct.	Follow the message and replace the paper.
JOB CANCELED	While a document was being scanned from the original glass in Scan mode, more than one minute had passed after the first page of the document was scanned or the data could not be sent. Therefore, the scan job was automatically canceled.	Turn the machine off, and then, after waiting a few seconds, turn it on again. When sending multiple pages, for example, from a book, scan the first page, and then scan the next page within one minute.
MEDIA TYPE ERROR LOAD xxx	Paper of the selected type is not loaded in a paper tray.	Load paper of the selected type into a paper tray.
MEMORY CARD NEAR FULL	There is not enough space (less than 50 MB) available on the CompactFlash card.	Delete jobs stored on the CompactFlash card, or format the CompactFlash card.
MEMORY FILE FULL	The maximum number of 1,024 image data files has been reached.	Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.

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This message...	means...	Do this...
MEMORY FULL	The machine has received more data than can be processed with its internal memory.	Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.
NO DUPLEX PAPER CLOSE DUPLEX FUNC. OR CHANGE PAPER SIZE	Duplex (double-sided) printing is specified, but paper with a size incompatible with duplex (double-sided) printing is selected.	Switch to simplex (single-sided) printing, or select paper with a size compatible with duplex (double-sided) printing.
NO NETWORK SETTING	The network settings had not been completely specified when the machine was switched to Scan mode.	Before scanning in Scan mode, specify the network settings in the NETWORK SETTING and E-MAIL SETTING menus.
NO SUITABLE PAPER LOAD PAPER (xxx)	Paper suitable for printing is not loaded in a paper tray.	Load paper suitable for printing into a paper tray.
NON SUPPORT MEMORY CARD	A CompactFlash card not supported by this machine is installed.	Install a CompactFlash card supported by this machine.
NOT E-MAIL ADDRESS	When the destination for the scan data was specified, a fax number registered in the favorite list or as a speed dial destination or group dial destination has been selected.	Directly type in the destination for the scan data, or specify an e-mail address registered in the favorite list or as a speed dial destination or group dial destination.

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This message...	means...	Do this...
NOT INSTALLED I-UNIT CHECK x	The indicated imaging unit is not installed.	Install the indicated imaging unit.
NOT INSTALLED TONER CHECK x	The indicated toner cartridge is not installed.	Install the indicated toner cartridge.
NOT REGISTERED	No speed dial destination or group dial destination is registered.	Directly type in the destination address for the scan data, or register a speed dial destination or group dial destination and try specifying the destination address again.
OUTPUT TRAY FULL REMOVE PAPER	The output tray is full of paper.	Remove all paper from the output tray.
OVER SEARCH TIME	Communication with the LDAP server has timed out.	Establish a connection with the LDAP server again.
PAPER EMPTY LOAD PAPER (xxx)	The indicated paper tray has run out of paper.	Load media into the indicated tray.
PAPER SIZE ERROR RESET PAPER (xxx)	Paper of the selected size is not loaded in a paper tray.	Load paper of the selected size into a paper tray.
REMOVE ORIGINAL IN ADFR	The document is loaded in the ADF while a function is set that requires scanning from the original glass.	Place the document on the original glass.
RESULTS ARE OVER xxx	The LDAP search results exceed the maximum specified with MAX. SEARCH RESULT in the LDAP SETTING menu.	Change the maximum setting, or change the search conditions (for example, increase the length of the keyword), and then try performing the LDAP search again.

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This message...	means...	Do this...
SCANNER MOTION ERROR CHECK SCANNER LOCK	The scanner is locked.	Move the scanner lock lever to 🔓, and then turn the machine off, then on again. For details, refer to "Unlocking the Scanner" on page 246.
SCANNER UNIT OPEN CLOSE SCANNER UNIT	The scanner unit is open.	Close the scanner unit.
SERVER MEMORY FULL SMTP Server	The memory of the SMTP server has become full.	Free up some space on the disk, for example, by contacting your server administrator.
THE PARTY IS FULL	The maximum number of 236 destinations for the scan data has been reached.	Send the data, and then try scanning again. Otherwise, delete unnecessary destinations before adding the desired ones.
TONER EMPTY CHANGE x TONER	The indicated toner cartridge has become empty. (This message appears if TONER EMPTY on the MACHINE SETTING menu is set to STOP.)	Replace the indicated toner cartridge.
Toner Low x	The indicated toner cartridge is low and should be replaced within 200 pages at 5% coverage of Letter/A4 paper.	Prepare the indicated toner cartridge.
Trans. Belt Life	The time to replace the transfer belt unit has been reached.	Replace the transfer belt unit.

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This message...	means...	Do this...
Trans. Roll. Life	The time to replace the transfer roller has been reached.	Replace the transfer roller.
TRAYx OPEN CLOSE TRAYx	The indicated paper tray is open.	Close the indicated paper tray.
UNABLE TO COLLATE JOB	Since the hard disk (area for saving copies when printing sets) is full, copies cannot be printed as sets.	Print only one set at a time, or reduce the number of pages to be printed.
USB Dev. Not support	A USB device incompatible with this machine is connected.	Disconnect the USB device from this machine.
USB Hub Not support	A USB hub is connected to this machine.	This machine is not compatible with a USB hub. When connecting USB cables to this machine, do not use a USB hub.
USB MEMORY FULL	There is no space available on the USB memory device connected to this machine.	Delete data from the USB memory device to create free space, or use a different USB memory device.
xxx COVER OPEN CLOSE xxx COVER	The indicated cover is open.	Close the indicated cover.
xxx DOOR OPEN CLOSE xxx DOOR	The indicated door is open.	Close the indicated door.
xxx SERVER ERROR	The file cannot be saved on the indicated server.	Check the status of the indicated server.
WASTE TONER FULL REPLACE BOTTLE	The waste toner bottle is full.	Replace the waste toner bottle.
Waste Near Full	The waste toner bottle will soon be full.	Prepare a waste toner bottle.

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This message...	means...	Do this...
Wrong I-Unit x	An imaging unit incompatible with the machine is installed.	Replace the indicated imaging unit with a correct one.
WRONG PASSWORD xxx	The password is incorrect, so the indicated server could not be accessed.	Check the password, and then specify the correct one.
Wrong Toner x	A toner cartridge incompatible with the machine is installed.	Replace the indicated toner cartridge with a correct one.
xxx IS DISABLED	The TCP/IP, FTP, SMTP or SMB settings are disabled.	Enable the TCP/IP, FTP, SMTP or SMB settings.
DESTINATION SET BY MANUAL UP TO 16	There were more than 16 addresses found with an LDAP search.	Increase the number of entered characters, and then perform the search again.

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Service Messages

These messages indicate a more serious fault that can only be corrected by a customer service engineer. If one of these messages appears, turn the machine off, then turn it on again. If the problem persists, contact your local vendor or authorized service provider.

This service message...	means...	Do this...
MACHINE TROUBLE SERVICE CALL (xxxx)	An error has been detected with the item indicated "xxxx" in the service message.	Reboot the machine. This often clears the service message, and machine operation can resume. If the problem persists, contact Technical Support.

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12 Installing Accessories

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Introduction

Note

Any damage to the machine caused by the use of accessories not manufactured or supported by KONICA MINOLTA will void your warranty.

This chapter provides information about the following accessories.

Dual In-Line Memory Module (DIMM)	256 MB, 512 MB DIMM (DDR2-667 SO-DIMM, 166 MHz, 200pins, No ECC, Unbuffered, CL=3) Density : 512 Mbits Organization : 64 Mwords x 8 bits
Tray 3	Lower feeder unit with 500-sheet tray included
Hard Disk Kit	40GB Hard Disk
CF Adapter	Adapter for CompactFlash card
CompactFlash	512 MB, 1GB, 2GB, 4GB

Note

The hard disk kit and CF adapter cannot be installed to be used at the same time.
Installing accessories always requires that the machine and accessories are turned off and unplugged during installation.

For details on the available options, refer to http://printer.konicaminolta.com.

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Antistatic Protection

Note

It's very important to protect the printer controller board from electrostatic damage while performing any task involving the controller board.
Turn off all power switches first. If an antistatic wrist strap is provided in your printer option kit, attach one end of it to your wrist and the other end to the bare metal chassis on the back of your printer. Never attach the wrist strap to any piece of equipment with an electrical current present. Plastic, rubber, wood, painted metal surfaces, and telephones are not acceptable grounding points.
If you don't have an antistatic wrist strap, discharge your body's static electric charge by touching a grounded surface before you handle any printer boards or components. Also avoid walking around after grounding yourself.

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Dual In-Line Memory Module (DIMM)

You may need additional memory (DIMM) for complex graphics and for duplex (double-sided) printing.

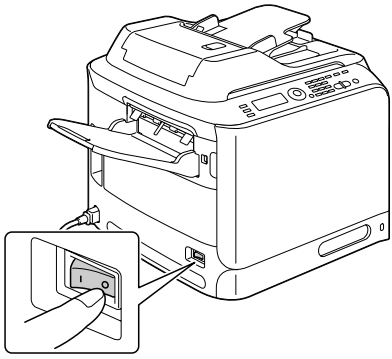
This machine detects only half of the amount of the installed memory. Dual in-line memory module (or DIMM) is compact circuit board with surface-mount memory chips.
There is 256 MB of onboard memory and one available memory expansion slot. The memory can be expanded to a maximum of 768 MB (256 MB + 512MB).

Installing a DIMM

Note

It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on page 253. In addition, always handle circuit boards by the edges only.

1 Turn off the machine and disconnect the power cord and interface cables.



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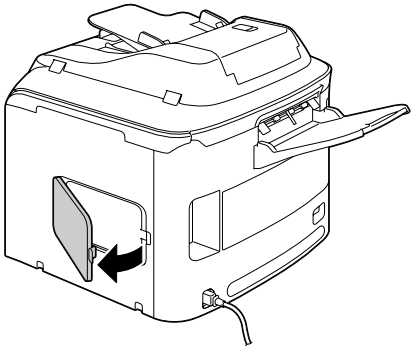
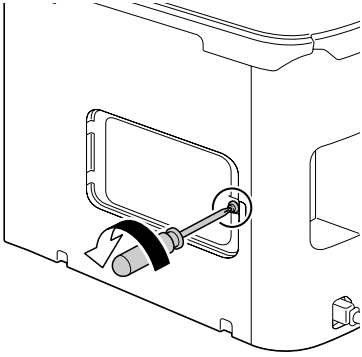
2 Remove the rear cover.

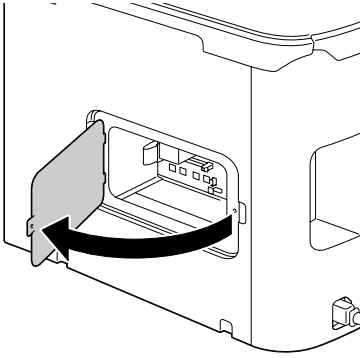


3 Using a screwdriver, loosen the screw.

Do not remove any screw other than the one indicated in the illustration.



4 Open the inside cover.



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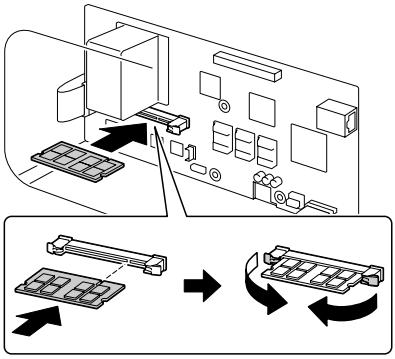
5 Insert the new DIMM straight into the DIMM connector until the latches snap into the locked position.
Observe the keyed side of the DIMM to align it with the connector. If you cannot snap the DIMM into place, do not force it. Reposition it, making sure that the DIMM is seated completely in the connector.

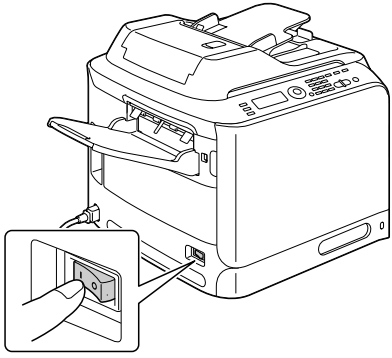


6 Close the inside cover, and then tighten the screw.

7 Close the rear cover.

8 Reconnect all interface cables.

9 Reconnect the power cord, and turn on the machine.



10 Declare the additional Printer Memory in the Windows printer driver (Properties/Configure tab).

11 Print a configuration page (REPORT/STATUS / REPORT / CONFIGURATION PAGE) and verify that the total amount of the RAM installed in your printer is listed.

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Hard Disk Kit

If you install a hard disk kit, the followings can be performed:

- Job printing/saving
- Fonts/forms/color profile download
- User Authentication
- Direct printing

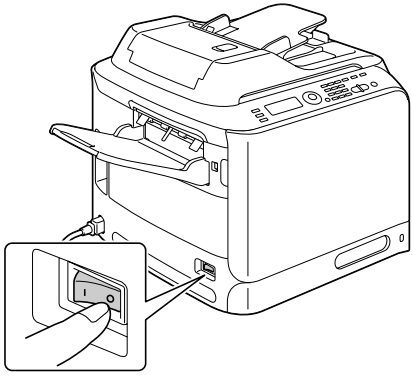
A hard disk kit and a CF adapter cannot be installed simultaneously.

Installing the Hard Disk kit

Note

It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on page 301. In addition, always handle circuit boards by the edges only.

1 Turn off the machine and disconnect the power cord and interface cables.



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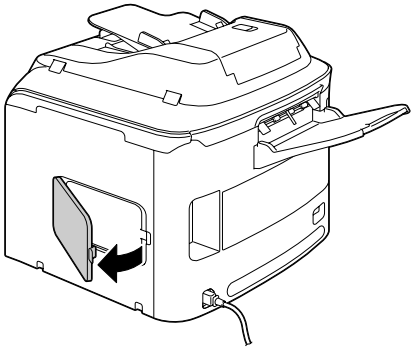
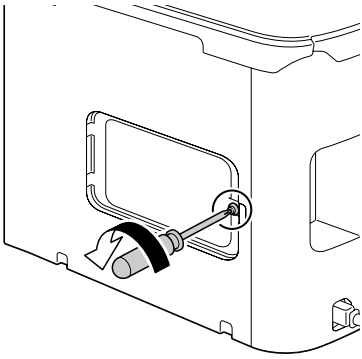
2 Remove the rear cover.

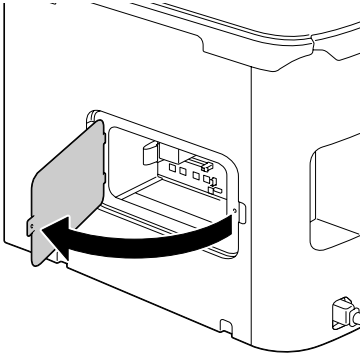


3 Using a screwdriver, loosen the screw.

Do not remove any screw other than the one indicated in the illustration.



4 Open the inside cover.



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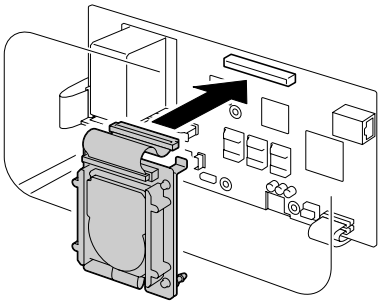
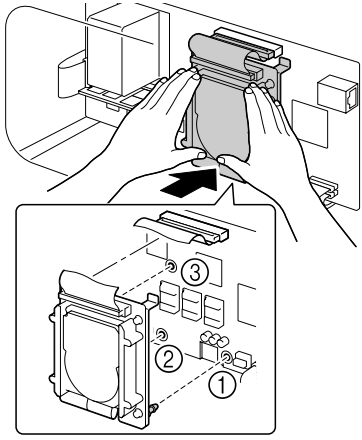
5 Plug the cable on the hard disk kit into the connector on the controller board.



6 Insert the three mounting pins on the hard disk kit into the holes in the controller board to mount the hard disk kit onto the controller board.



7 Close the inside cover, and then tighten the screw.

8 Close the rear cover.

9 Reconnect all interface cables.

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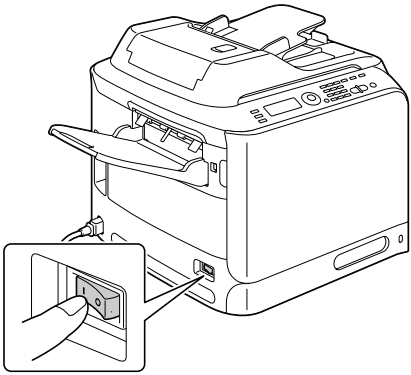
10 Reconnect the power cord, and turn on the machine.



11 Declare the Hard Disk in the Windows printer driver (Properties/Configure tab).

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CompactFlash

If you install a CompactFlash card, the followings can be performed:

- Fonts/forms/color profiles download
- User Authentication
- Direct printing (including the use of PageScope Direct Print)

Only CompactFlash cards with a capacity of 512 MB, 1 GB, 2GB or 4GB can be used.

The job printing/saving function is not available with a CompactFlash card. These functions require that an optional hard disk kit be installed.

A hard disk kit and a CF adapter cannot be installed simultaneously.

Installing the CF adapter and CompactFlash card

Note

If the installed CompactFlash card is used with a device other than this printer, such as a computer or digital camera, the card is automatically formatted and all of its data is deleted.

Note

It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on page 301. In addition, always handle circuit boards by the edges only.

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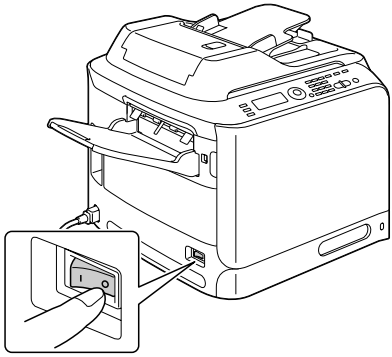
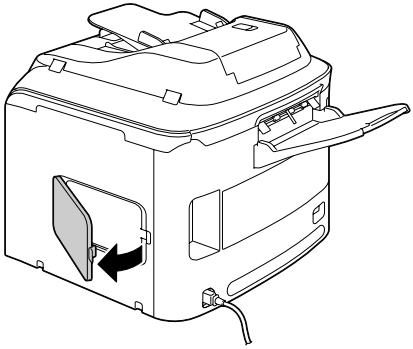
1 Turn off the machine and disconnect the power cord and interface cables.

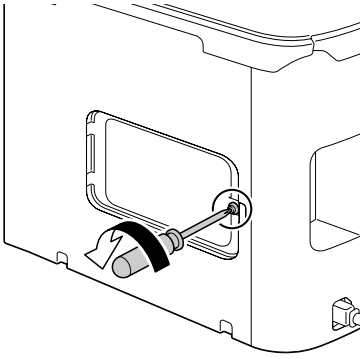


2 Remove the rear cover.



3 Using a screwdriver, loosen the screw.

Do not remove any screw other than the one indicated in the illustration.



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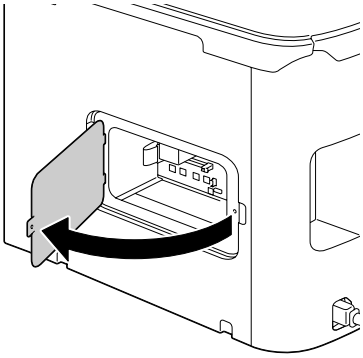
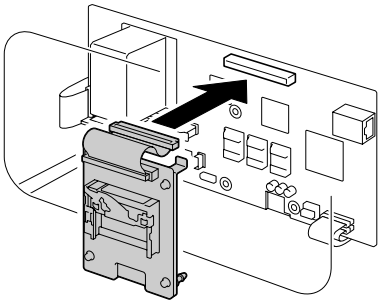
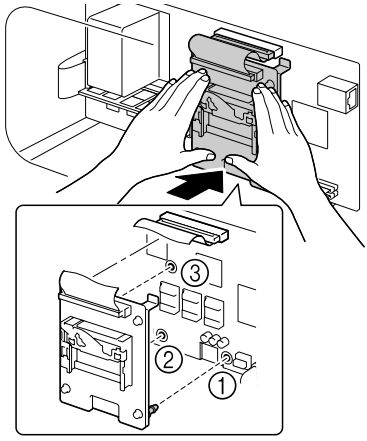
4 Open the inside cover.



5 Plug the cable on the CF adapter into the connector on the controller board.



6 Insert the three mounting pins on the CF adapter into the holes in the controller board to mount the CF adapter onto the controller board.



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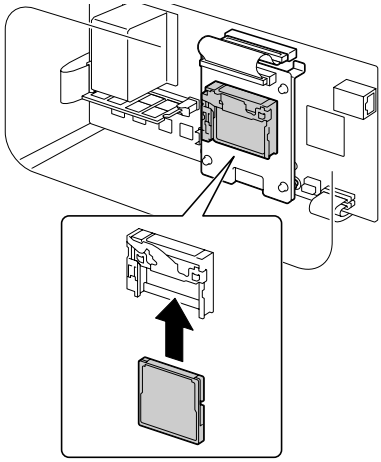
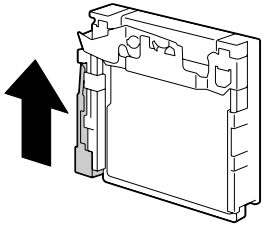
7 Fully insert the CompactFlash card into the appropriate slot. When the CompactFlash card is correctly inserted, the button on the top side of the slot (circled in the illustration) slightly pops out.

Before removing the CompactFlash card, press in this button.



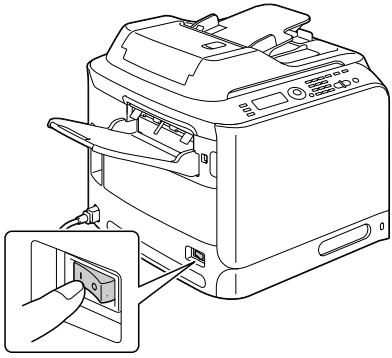


8 Close the inside cover, and then tighten the screw.

9 Close the rear cover.

10 Reconnect all interface cables.

11 Reconnect the power cord, and turn on the machine.



12 Declare the Memory card in the Windows printer driver (Properties/Configure tab).

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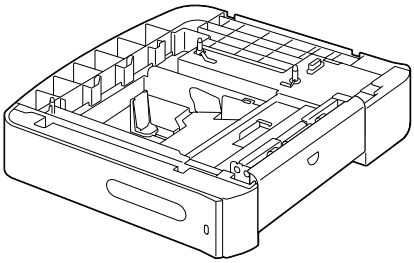
Tray 3 (Lower Feeder Unit)

You can install up to one optional lower feeder unit (Tray 3). The lower feeder unit increases your machine's media feed capacity by 500 sheets.

Kit Contents

- Lower feeder unit with a tray (500-sheet capacity)



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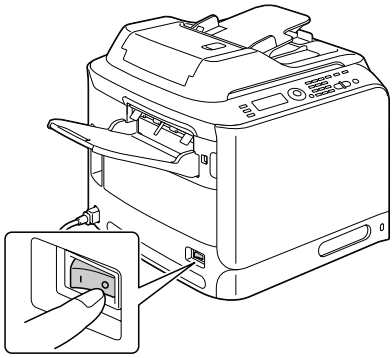
Installing Tray 3

Note

Since consumables are installed in the machine, be sure to keep the machine level when moving it in order to prevent accidental spills.

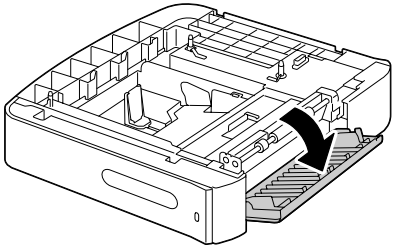
1 Turn off the machine and disconnect the power cord and interface cables.



2 Prepare the lower feeder unit.

Be sure to place the lower feeder unit on a level surface.

3 Open the right side cover of the lower feeder unit.



The right side cover of the lower feeder must be opened before the feeder can be installed onto the machine.

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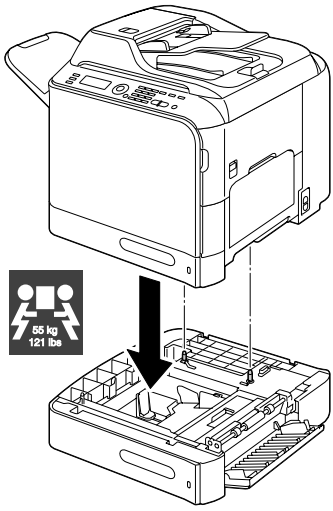
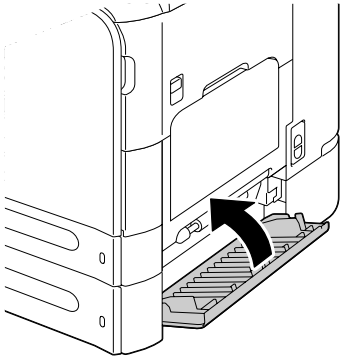
4 With another person's help, place the machine on top of the lower feeder unit, making sure that the positioning pins on the lower feeder unit correctly fit into the holes on the bottom of the machine.



WARNING!

This machine weighs approximately 55 kg (121 lb) when it is fully loaded with consumables. The machine must be lifted by two people.

5 Close the right side cover of the lower feeder unit.



6 Reconnect all interface cables.

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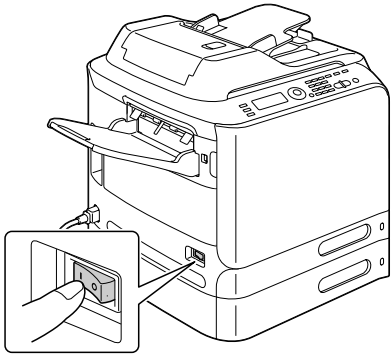
7 Reconnect the power cord, and turn on the machine.



8 Declare the Tray 3 in the Windows printer driver (Properties/Configure tab).

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Appendix A

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Technical Specifications

Type	Desktop (Tandem Full Color A4 laser beam printer-based all-in-one)
Document holder	Stationary
Developing system	Mono-component SMT
Fusing system	Belt fusing system
Resolution	Copying: 1200 dpi x 600 dpi, 600 dpi x 600 dpi Scanning: 600 dpi x 600 dpi, 600 dpi x 300 dpi (when using ADF) Printing: 600 x 600 dpi x 4 bit
First print	Simplex ■ Monochrome/Full Color 18.0 seconds for A4/Letter (plain paper)
First copy	Simplex ■ Monochrome 25.0 seconds for A4/Letter (plain paper) (Normal 600 x 300 dpi) ■ Full color 28.0 seconds for A4/Letter (plain paper) (Normal 600 x 300 dpi)
Print speed	Simplex ■ Monochrome/Full Color 24/24 pages per minute for A4 (plain paper)
Copy speed	Simplex ■ Monochrome/Full Color 24/24* pages per minute for A4 (plain paper) (Normal 600 x 300 dpi) * When using ADF: 20 pages per minute (Full color)
Warm-up time	Avg. 40 seconds (time to return to Ready mode from Energy Save mode)

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Media sizes	Tray 1 (manual feed tray) ■ Paper width: 92 to 216 mm (3.6" to 8.5") ■ Paper length: 148 to 356 mm (5.8" to 14.0") Tray 2 ■ Paper width: 92 to 216 mm (3.6" to 8.5") ■ Paper length: 148 to 297 mm (5.8" to 11.7") Tray 3 (optional) A4, B5, Executive, Letter, G-Legal, Legal
Paper/Media	Plain paper (60 to 90 g/m^2, 16 to 24 lb bond) Recycled paper (60 to 90 g/m^2, 16 to 24 lb bond) Transparency Letterhead Envelopes Labels Thick stock 1 (91 to 150 g/m^2) Thick stock 2 (151 to 210 g/m^2) Postcard Glossy 1 (100 to 128 g/m^2) Glossy 2 (129 to 158 g/m^2)
Input capacity	Tray 1 (manual feed tray) ■ Plain/recycled paper: 100 sheets ■ Envelopes: 10 envelopes ■ Transparency, letterhead, labels, thick stock 1/2, postcard, glossy media 1/2: 20 sheets Tray 2 Plain/recycled paper: 250 sheets Tray 3 (optional) Plain/recycled paper: 500 sheets
Output capacity	Output tray: 250 sheets
Operating temperature	10 to 35 °C (50 to 95 °F)

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Operating humidity	15% to 85%
Power supply	120 V, 220 to 240 V (50 to 60 Hz, ±3%)
Power consumption	120 V, 220 to 240 V: 1250 W or less Energy save mode: 25 W or less
Amperage	120V : 11 A or less 220 to 240 V: 6 A or less
Acoustic noise	Standby: 39 dB or less Printing: 54 dB or less Copying: 56 dB or less
External dimensions	Height: 578 mm (22.8") Width: 539 mm (21.2") Depth: 590 mm (23.2")
Weight	50 kg (without consumables) 55 kg (with consumables)
Interface	USB 2.0 (High Speed) compliant, 10Base-T/ 100Base-TX/1000Base-T Ethernet, Host USB (PictBridge1.0, USB Device Printing) RJ-45 connector
Standard memory	Printer: 512MB, Copier: 256MB

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Consumable Life Expectancy Chart

User-Replaceable

Item	Average Life Expectancy
Toner cartridge	**Standard in-box Cartridge:** Printed within a constant environment 8,000 pages or more (continuous) Printed outside of a constant environment 6,400 pages or more (continuous) **Replacement Cartridge (High-Capacity):** Printed within a constant environment 8,000 pages or more (continuous) Printed outside of a constant environment 6,400 pages or more (continuous)
Fuser unit	120,000 pages (continuous)
Waste toner bottle	36,000 pages (monochrome) (continuous) 9,000 pages (full color) (continuous)
Transfer roller	120,000 pages
Ozone filter (bundled with transfer roller)	120,000 pages
Imaging unit	30,000 pages (continuous)
Transfer belt unit	120,000 pages (continuous)
A constant environment is one with a temperature between 15 °C (59 °F) and 25 °C (77 °F) and humidity between 35% and 70%.	

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The values shown for the toner cartridge and waste toner bottle indicate the number of pages for simplex printing using A4/Letter-size media with 5% coverage.
The actual life may differ (be shorter) depending on the printing conditions (coverage, paper size, etc.), differences in the printing method, such as continuous printing or intermittent printing (when print jobs of one page are often printed), or the type of paper used, for example, thick paper. In addition, the life will be affected by the temperature and humidity of the operating environment.

Service-Replaceable

Item	Average Life Expectancy
Media feed roller	300,000 pages

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Entering Text

When specifying the user name or programming the recipient name with one-touch dial keys, letters, accented characters, numbers and symbols can be entered.

Key Operation

Use the keypad to enter numbers, letters, and symbols.

List of characters available with each key of the keypad

Entering Fax Numbers

Keypad Key	Available characters	Available characters (Registration of USER FAX NO.) *	
	[1]	[1]	[A]
1	1	1	-1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	(space)0
✱	*		
#	#		+

* To display your fax number, select ADMIN. MANAGEMENT/USER SETTING/USER FAX NUMBER in the UTILITY menu. For details, refer to the Facsilile User's Guide on the Documentation CD/DVD.

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Entering Names

Keypad Key	Available characters	
	[1]	[A]
1	1	.,'?¿!¡"1-()@/:;_
2	2	ABC2abcÆÇàáâãäåæç
3	3	DEF3defÐèéêëð
4	4	GHI4ghiìíîï
5	5	JKL5jkl€£¢
6	6	MNO6mnoØŒñòóôõöøœº
7	7	PQRS7pqrsß$
8	8	TUV8tuvùúûü
9	9	WXYZ9wxyzÞýþ
0	0	(space)0
*		
#	#	*+×÷=#%&<>[]{}|µ^`~

Entering E-mail Addresses

Keypad Key	Available characters	
	[1]	[A]
1	1	.@_-1
2	2	ABC2abc
3	3	DEF3def
4	4	GHI4ghi
5	5	JKL5jkl
6	6	MNO6mno
7	7	PQRS7pqrs
8	8	TUV8tuv
9	9	WXYZ9wxyz
0	0	(space)0
*		
#	#	+&/*=!?()%[]^`´{}|~$,:

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Changing Input Mode

Each press of the ✱ key switches the input mode between numbers and letters.

[1…]: Numbers can be typed in.

[A…]: Letters can be typed in.

Inputting Example

The procedure for entering text is described below, using “NJ Office” as an example.

1. Press the ✱ key to change the input mode so that letters can be entered.
2. Press the **6** key twice.
   “N” is entered.
3. Press the **5** key once.
   “J” is entered.
4. Press the **0** key once.
   A space is entered.
5. Press the **6** key three times.
   “O” is entered.
6. Press the **3** key seven times.
   “f” is entered.
7. Press the ▶ key.
   The cursor moves to the right.
8. Press the **3** key seven times.
   “f” is entered.
9. Press the **4** key seven times.
   “i” is entered.
10. Press the **2** key seven times.
    “c” is entered.
11. Press the **3** key six times.
    “e” is entered.

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Correcting Text and Input Precautions

- To erase all entered text, hold down the **Back** key.
- To delete only part of the entered text, use the ◄ and ► keys to move the cursor (_) to the character that you want to delete, and then press the **Back** key.
- If multiple characters are assigned to a single key, “OK=►” appears at the bottom of the screen.
- If the same key is to be used to enter two characters in a row, press the ► key after selecting the first character. (Refer to the above inputting example.)
- To enter a space, press the **0** key.

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Our Concern for Environmental Protection

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR Guidelines for energy efficiency.

What is an ENERGY STAR product?

An ENERGY STAR product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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